

NATIONAL CLASSIFICATION OF OCCUPATIONS

DIVISION-1

LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

Legislators, Senior Officials and Managers determine, formulate, direct or advise on government policies, as well as those of special- interest organisations, formulate laws, public rules and regulations, represent governments and act on their behalf, oversee the interpretation and implementation of government policies and legislation, or plan, direct, co-ordinate the policies and activities of enterprises or organisations, or their internal departments sections.

11 LEGISLATORS, SENIOR OFFICIALS

Legislators and Senior Officials determine, formulate or advise on and direct government policies, make, ratify, amend and repeal laws, public rules and regulations, represent governments and act on their behalf, oversee the interpretation and implementation of government policies and legislation, or carry out similar tasks on behalf of special- interest organisations.

111 LEGISLATORS

Legislators determine, formulate, and direct policies of national, state, regional or local governments, and make, ratify, amend or repeal laws, public rules and regulations.

1111 ELECTED OFFICIALS, UNION GOVERNMENT

Workers in this Family preside over or otherwise lead Union Government; take part in making, amending and repealing laws; shape, determine and define government policies; organize and lead council of ministers of Union Government and represent interests of electors in Parliament and Commissions.

1111.10 Elected Official, Union Government serves in various capacities in legislative and executive branches of Union Government. Performs administrative, executive or advisory functions, which include serving as head of Indian Union; presiding over deliberations of Houses of Parliament; leading council of ministers of Union Government; shaping, determining and defining government policies and directing their application and execution through departmental heads; representing interests of voters in Parliament, on committees and commissions; and taking part in making, amending or repealing laws. Is designated according to work performed or post held, such as:

PRESIDENT OF INDIA; RASHTRAPATI. VICE –PRESIDENT OF INDIA; UP-RASHTRAPATI. SPEAKER, LOK SABHA. CHAIRMAN, RAJYA SABHA. PRIME MINISTER OF INDIA. MINISTER, UNION GOVERNMENT. MEMBER OF PARLIAMENT.

1112 ELECTED OFFICIALS, STATE GOVERNMENT

Workers in this Family preside over or otherwise lead State Government; take part in making, amending and repealing laws; shape, determine and define government policies; organize and lead council of ministers of State Government and represent interests of electors in State Legislatures, committees, etc.

1112.10 Elected Official, State Government serves in various capacities in legislative and executive branches of State Government. Performs, administrative, executive or advisory functions, which include leading council of ministers of State Government; shaping, determining and defining government policies, and directing application and execution of government policies through departmental heads; presiding over deliberations of Houses of

NATIONAL CLASSIFICATION OF OCCUPATIONS

State Legislatures; committees and commissions; and taking part in making, amending or repealing laws. Is designated according to work performed or post held, such as:

CHIEF MINISTER. MINISTER, STATE GOVERNMENT. CHAIRMAN, LEGISLATIVE COUNCIL. SPEAKER, LEGISLATIVE ASSEMBLY. MEMBER, LEGISLATIVE ASSEMBLY.

1113 ELECTED OFFICIALS, LOCAL BODIES

Workers in this Family preside over or lead local bodies; take part in making and amending local laws pertaining to and in respect of matters entrusted to local bodies e.g. public health, sanitation, local taxes, etc.; and represent interests of electors in local bodies and committees.

1113.10 Elected Official, Local Bodies serves in various capacities in policy making and executive branches of local bodies. Performs administrative, executive or advisory functions in matters entrusted to local bodies e.g. public health, sanitation, primary education, building and road construction, drainage, street lighting, raising and collection of admissible local taxes and their proper administration, and all other connected matters for benefit of local people, including enforcement of local laws and emergency measures as necessary. Is designated according to work performed or post held such as:

MAYOR, MUNICIPAL CORPORATION. COUNCILLOR, CITY MUNICIPAL CORPORATION. CHAIRMAN, CITY MUNICIPAL CORPORATION. CHAIRMAN, MUNICIPALITY. MEMBER MUNICIPALITY. CHAIRMAN, DISTRICT BOARD. MEMBER, DISTRICT BOARD. CHAIRMAN, CANTONMENT BOARD. MEMBER, CANTONMENT BOARD. CHAIRMAN, TOWN AREA COMMITTEE. MEMBER, TOWN AREA COMMITTEE. CHAIRMAN, BLOCK SAMITI, SARPANCH, PANCHAYAT. MEMBER, PANCHAYAT.

1119 ELECTED OFFICIALS, n.e.c

Workers in this Family lead various organizations, represent interests of electors in committees and include workers not elsewhere classified.

1119.90 Elected Officials, Other include all other Elected Officials performing administrative, executive or advisory functions in educational, religious, social, political and community welfare organization and such other permanent or ad-hoc private bodies, not else-where classified.

112 ADMINISTRATIVE AND EXECUTIVE OFFICIALS

Workers in this Group administer and execute policies laid down in laws, rules and regulations of Central and State Governments, Local Bodies and Quasi Government Organisations and serve in various capacities in Central and State Governments or Local Bodies performing administrative and advisory functions, taking policy decisions to the extent authorized.

1121 ADMINISTRATIVE AND EXECUTIVE OFFICIALS, UNION GOVERNMENT

Workers in this Family serve in various capacities in Union Government performing or supervising performance of administrative, executive or advisory functions which include advising ministers on matters of policy and administration; organizing and directing working of ministries and departments; supervising execution and implementation of policies and decisions; representing country's interests abroad; advising Government on matters of foreign relations; enforcing and implementing various rules and regulations; assessing and collecting revenues and perform other administrative and executive functions according to nature of responsibilities and post held.

1121.10 Administrative Official, Union Government serves in various capacities under Union Government. Performs administrative and advisory functions, which include advising minister on all matters of policy and administration within his sphere of responsibility; organising and directing work of ministries and departments; taking

NATIONAL CLASSIFICATION OF OCCUPATIONS

policy decisions to extent authorized; supervising execution and implementation of policies and decisions by field or subordinate offices etc. Is designated according to work performed or post held , such as:

- MEMBER, OF UNION PUBLIC SERVICE COMMISSION.
- MEMBER, CENTRAL BOARD OF REVENUE.
- MEMBER, RAILWAY BOARD.
- MEMBER PLANNING COMMISSION.
- SECRETARY TO THE GOVERNMENT OF INDIA
- JOINT SECRETARY TO THE GOVERNMENT OF INDIA.
- DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA.
- UNDER SECRETARY TO THE GOVERNMENT OF INDIA.
- DIRECTOR-GENERAL, CIVIL AVIATION. DIRECTOR GENERAL ,ALL INDIA RADIO
- DIRECTOR-GENERAL, POSTS AND TELEGRAPHS.
- DIRECTOR-GENERAL, SUPPLIES AND DISPOSALS.
- DIRECTOR-GENERAL SHIPPING.
- DIRECTOR-GENERAL OF EMPLOYMENT AND TRAINING.
- COMPTROLLER AND AUDITOR GENERAL.
- CONTROLLER, IRON AND STEEL.
- COMMISSIONER, TEXTILE.
- CUSTODIAN GENERAL.
- CHIEF CONTROLLER OF IMPORTS AND EXPORTS. CHIEF COMMISSIONER, ELECTION.
- CHIEF COMMISSIONER, LABOUR COMMISSIONER, SALT.
- REGISTRAR-GENERAL, CENSUS.

1121.20 Diplomat represents Union of India in other countries or at international organisations, meetings and conferences. Interprets policies of Indian Government in foreign countries and advises his Government on matters of foreign relations, trade, commerce, etc. Negotiates and enters into agreements with other countries and nations. Issues visas to foreigners for visit to India and looks after welfare of Indians abroad, and generally promotes interest of his country. Is designated according to rank held or work performed, such as:

- AMBASSADOR
- HIGH COMMISSIONER

- ENVOY
- MINISTER (DIPLOMAT)
- PERMANENT REPRESENTATIVE
- COUNSEL GENERAL
- CHARGE D' AFFAIRES
- TRADE COMMISSIONER

1121.30 Executive Official, Union Government serves in various executive capacities in Union Government, giving effect to policies and decisions of Government. Performs or supervises performance of other executive and field duties such as assessing and collecting revenues; issuing passports, licenses and other authorizations; supervising elections; reconciling parties in trade disputes; inspecting offices and establishments; enforcing and implementing various rules, regulations and provisions of law. Is designated according to work performed or post held, such as:

- COMMISSIONER, DEVELOPMENT
- COMMISSIONER, INCOME-TAX
- CUSTODIAN, EVACUEE PROPERTY
- DIRECTOR OF INSPECTION, CUSTOMS
- DIRECTOR, MARKETING
- DIRECTOR OF TRAINING
- DIRECTOR OF EMPLOYMENT EXCHANGES
- REGIONAL LABOUR COMMISSIONER
- COLLECTOR, CENTRAL EXCISE
- SUPERINTENDENT, CUSTOMS
- INCOME-TAX OFFICER
- SUPERINTENDENT, CENTRAL EXCISE
- PASSPORT OFFICER
- SETTLEMENT OFFICER
- CONCILIATION OFFICER (CENTRAL)

1122 ADMINISTRATIVE AND EXECUTIVE OFFICIALS, STATE GOVERNMENT

Workers in this Family serve in various capacities performing administrative, executive and advisory functions in State Government departments dealing with specified matters such as finance , revenue, health, education, etc; serve as head of State; advise ministers on matters of policy and administration; organise and direct work of departments; supervise and execute

NATIONAL CLASSIFICATION OF OCCUPATIONS

implementation of policies and decisions; enforce acts, rules and regulations; assess and collect revenues and taxes; maintain law and order and perform other administrative and executive functions according to nature of responsibilities and post held.

1122.10 Administrative Official, State Government serves in various capacities in State Government. Performs administrative and advisory functions which include serving as head of State; advising ministers, on all matters of policy and administration within his sphere of responsibility; organizing and directing work of departments; taking policy decisions to extent authorised; supervising execution and implementation of policies and decisions by field or subordinate offices. Is designated according to work performed or post held, such as:

**GOVERNOR; RAJYAPAL;
LIEUTENANT GOVERNOR
MEMBER, STATE PUBLIC SERVICE COMMISSION
MEMBER, BOARD OF REVENUE
CHIEF SECRETARY TO GOVERNMENT (STATE)
SECRETARY TO GOVERNMENT (STATE)
DEPUTY SECRETARY TO GOVERNMENT (STATE)
UNDER SECRETARY TO GOVERNMENT (STATE)
CHIEF COMMISSIONER
DEVELOPMENT COMMISSIONER
COMMISSIONER OF DIVISION
DIRECTOR OF EDUCATION
DIRECTOR OF INDUSTRIES**

1122.20 Executive Official, State Government serves in various capacities in State Government giving effect to policies and decisions of Government. Performs or supervises performance of executive and field duties which include maintenance of law and order; assessing and collecting taxes, duties, land revenues, etc; issuing licenses; executing development schemes; reconciling parties in trade disputes; inspecting schools, factories, shops, offices and establishments; and enforcing various rules, regulations and provisions of law. Is designated according to work performed or post held, such as:

**COLLECTOR; DEPUTY COLLECTOR;
SUB-DEPUTY COLLECTOR;
DEPUTY COMMISSIONER. DISTRICT OFFICER;
SUB-DIVISIONAL OFFICER; LAND RECORD OFFICER; TEHSILDAR; R SUPERINTENDENT OF POLICE CIRCLE OFFICE; SALES-TAX OFFICER; SUPERINTENDENT, JAIL; JAILOR
SUPERINTENDENT OF INDUSTRIES
DISTRICT INDUSTRIES OFFICER
MARKETING OFFICER.
RATIONING OFFICER.
SUPPLY OFFICER.
RENT CONTROL AND EVICTION OFFICER
REGIONAL TRANSPORT OFFICER
DISTRICT PLANNING OFFICER
CO-OPERATIVE OFFICER
CONCILIATION OFFICER (STATE)
PANCHAYAT RAJ OFFICER**

1123 ADMINISTRATIVE AND EXECUTIVE OFFICIALS, QUASI GOVERNMENT

Workers in this Family plan, organize, control and direct operations of quasi government organizations; undertaking and decide to the extent authorized; and execute policies.

1123.10 Administrative and Executive Official, Quasi Government (Central) plans, organizes, co-ordinates and controls within authority delegated, activities of quasi-government organization, establishment, etc. or one or more of its departments/branches or sections; and includes officials such as:

**CHAIRMAN, UNIVERSITY GRANTS COMMISSION
CHAIRMAN, COAL MINES WELFARE COMMISSION
SECRETARY, INDIAN RED CROSS SOCIETY
SECRETARY, MICA MINES LABOUR WELFARE FUND ADVISORY COMMITTEE
SECRETARY, RAILWAY RATES TRIBUNAL
CONTROLLER OF EMIGRANT LABOUR
DIRECTOR-GENERAL, EMPLOYEES' STATE INSURANCE CORPORATION.**

NATIONAL CLASSIFICATION OF OCCUPATIONS

1123.20 Administrative and Executive Official, Quasi Government (State) plans, organises, co-ordinates and controls within authority delegated, activities of quasi-government organization, establishment, etc. or one or more of its departments/branches or sections; and includes officials such as:
VICE CHANCELLOR, STATE UNIVERSITIES, DEAN, STATE AUTONOMOUS EDUCATIONAL INSTITUTES, CHAIRMAN, STATE CORPORATIONS/ BOARDS, CHAIRMAN, HARYANA URBAN DEVELOPMENT AUTHORITY, SECRETARY, GHAZIABAD DEVELOPMENT AUTHORITY

1124 ADMINISTRATIVE AND EXECUTIVE OFFICIALS, LOCAL BODIES

Workers in this Family plan, organize and control function of local bodies; assess and collect local taxes and execute and implement or supervise execution and implementation of decisions and by-laws of local bodies.

1124.10 Administrative and Executive Official, Local Bodies

plans, organises, co-ordinates and controls functions of city corporation, improvement trust, municipality, district board, cantonment board, notified area committee or other local body, and executes and implements or supervises execution and implementations of decisions, rules and regulations and by-laws of local bodies and also assesses and collects local taxes. Is designated according to work performed or post held, such as:

COMMISSIONER, CITY CORPORATION EXECUTIVE OFFICER, IMPROVEMENT TRUST; EXECUTIVE OFFICER, CANTONMENT BOARD; EXECUTIVE OFFICER; MUNICIPAL BOARD SECRETARY, DISTRICT BOARD TAX SUPERINTENDENT OCTROI SUPERINTENDENT

1124.90 Administrative and Executive Officials, Local Bodies include workers who plan, organise and control function of local bodies; assess and collect local taxes

and execute and implement or supervise execution and implementation of decisions and by-laws of local bodies not elsewhere classified.

1129 ADMINISTRATIVE AND EXECUTIVE OFFICIALS, GOVERNMENT AND LOCAL BODIES, n.e.c.

Workers in this Family administer and execute policies, decisions, rules and regulations of government and local bodies and include those not elsewhere classified.

1129.90 Administrative and Executive Officials, Government and Local Bodies, Other

Include all other administrative and executive officials of government, quasi-government or local body, engaged in taking policy decisions and their implementation, general management and supervision of its one or more branches, sections and departments, not elsewhere classified.

113 TRADITIONAL CHIEFS AND HEADS OF VILLAGES

Traditional chiefs and heads of villages perform a variety of legislative, administrative and ceremonial tasks and duties, determined by ancient traditions, as well as by the division of rights and responsibilities between village chiefs and local, regional and national authorities.

1130 TRADITIONAL CHIEFS AND HEADS OF VILLAGES

Traditional chiefs and heads of villages perform a variety of legislative, administrative and ceremonial tasks and duties, determined by ancient traditions, as well as by the division of rights and responsibilities between village chiefs and local, regional and national authorities.

114 SENIOR OFFICIALS OF SPECIAL-INTEREST ORGANISATIONS

Senior officials of special-interest organisations determine, formulate and direct the implementation of policies of special-interest organisations, such as political party organisations, trade unions,

NATIONAL CLASSIFICATION OF OCCUPATIONS

employers' organisations, trade and industry associations, humanitarian or charity organisations, or sports associations, and represent their organisations and act on their behalf.

1141 SENIOR OFFICIALS OF POLITICAL-PARTY ORGANISATIONS

Senior officials of political party organisations determine and formulate policies, rules and regulations of political-party organisations, direct their application, represent these organisations and act on their behalf.

1141.10 Political Worker takes part in various activities of political party to which he belongs. Contacts people for propagating ideology of his party and to enquire in to their difficulties. Acts as link between people and legislators. Organises activities of party in his area. May act as President or Secretary of his party. May also function as president of Panchayat or Panchayat Samiti of his area.

1141.90 Senior Officials of Political-Party Organisations, other determine and formulate the political- party's policies, rules and regulations; negotiating on behalf of the political party and its members; planning and organizing campaigns on behalf of the political party, for the election of its candidates to political offices; planning and organizing campaigns to recruit and educate political party members; planning, organising and directing sections charged with implementing the political party's policies, rules and regulations; performing related tasks; supervising other workers.

1142 SENIOR OFFICIALS OF EMPLOYERS, WORKERS AND OTHER ECONOMIC INTEREST ORGANISATIONS

Senior officials of Employers', workers' and other economic- interest organisations determine and formulate policies, rules and regulations of their respective organisations, direct their application, represent these organisations and act on their behalf.

1143 SENIOR OFFICIALS OF HUMANITARIAN AND OTHER

SPECIAL-INTEREST ORGANISATIONS

Senior officials of humanitarian and other special- interest organisations determine and formulate policies, rules and regulations of humanitarian organisations, sports associations or other special- interest organisations, direct their application, represent these organisations and act on their behalf.

1143.10 Director, Disaster Management Services directs and coordinates regional programme activities of various agency to provide specialized human services, such as water safety programmes, disaster relief, and emergency transportation: Consults with cooperating agencies, such as police, firefighters and emergency ambulance services, to coordinate efforts and define areas of jurisdiction. Participates in programme activities to serve clients of agency. Prepares budgets to control costs and to allocate funds in accordance with provisions and agency charter. May instruct agency staff and volunteers in skills required to provide services. May requisition and arrange for maintenance of equipment, such as two way radios and agency vehicles,. May coordinate services to disaster victims and safety programmes, such as water safety and emergency first aid, and also coordinates transportation of agency clients, blood, and medical supplies and equipment.

1143.90 Senior Officials of Humanitarian and other Special-interest Organisations, Other include senior officials of humanitarian and other special- interest organisations who determine and formulate policies, rules and regulations of humanitarian organisations, sports associations or other special- interest organisations, direct their application, represent these organisations and act on their behalf.

12 CORPORATE MANAGERS

Corporate Managers determine and formulate policies and plans, direct and coordinate the activities of enterprises and organisations, or their internal departments or sections

NATIONAL CLASSIFICATION OF OCCUPATIONS

121 DIRECTORS AND CHIEF EXECUTIVES

Directors and chief executives head enterprises or organisations (except special-interest organisations) and, with the help of at least two other managers, determine and formulate policies, plan, direct and coordinate the activities of enterprises or organisations, usually within the guidelines set up by a board of directors or a governing body to whom they are answerable for the operations undertaken and results obtained.

1211 WORKING PROPRIETORS AND DIRECTORS, ELECTRICITY, GAS, WATER SUPPLY

Workers in this Family plan, organize, control, coordinate and supervise activities of public or private organisations, wholly or partially owned by them or on behalf of others, engaged in generating, transmitting and distributing electricity; producing and supplying gas, purifying and supplying water and providing related services.

1211.10 Working Proprietor, Electricity plans, organizes and controls in broad outline, within authority delegated, activities of private or public organization or establishment or one or more of its branches, departments, etc. engaged in generation, transmission and distribution of electricity to domestic and industrial consumers. Is designated according to work performed or powers exercised.

1211.20 Working Proprietor, Gas plans, organizes and controls, within authority delegated activities of public or private organization or enterprise, or one or more of its departments, sections or branches, engaged in manufacture of gas, distribution and supply of gas to consumers and production and supply of steam for heat and power. Is designated according to work performed or powers exercised.

1211.30 Working Proprietor, Water Supply plans, organises and co-ordinates, within authority delegated, activities of public or private organization engaged in storage, filtration, purification and supply of water.

1211.40 Director, Electricity heads the organisation and is supported by more than one managers. Determines, plans, organises and controls in broad outline, within authority delegated, activities of private or public organisation or establishment or one or more of its branches, departments, etc. engaged in generation, transmission and distribution of electricity to domestic and industrial consumers. Is designated according to work performed or powers exercised.

1211.50 Director, Gas heads the organisation and is supported by more than one managers. Determines, plans, organises and controls, within authority delegated activities of public or private organisation or enterprise, or one or more of its departments, sections or branches, engaged in manufacture of gas, distribution and supply of gas to consumers and production and supply of steam for heat and power. Is designated according to work performed or powers exercised.

1211.60 Director, Water Supply heads the organisation and is supported by more than one managers. Determines, plans, organises and co-ordinates, within authority delegated, activities of public or private organisation engaged in storage, filtration, purification and supply of water.

1211.90 Working Proprietors and Directors, Other Workers may be included who plan, organize, control, coordinate and supervise activities of public or private organisations, wholly or partially owned by them or on behalf of others, engaged in generating, transmitting and distributing electricity; producing and supplying gas, purifying and supplying water and providing related services and not elsewhere classified.

1212 DIRECTORS, FINANCIAL INSTITUTIONS

Workers in this Family plan, control, organise and manage on own behalf or on behalf of public or private organisations, or one or more of its departments or branches engaged in financial or real estate business.

NATIONAL CLASSIFICATION OF OCCUPATIONS

1212.10 Director, Bank sets broad policies and plans and supervises in general way, within authority delegated, efficient operation of private or public bank or major segment of it. May be designated according to authority delegated or work performed such as :

**GOVERNOR (BANK)
CHAIRMAN (BANK).
MANAGING DIRECTOR (BANK)**

1212.20 Director, Insurance sets broad policies, plans and co-ordinates within authority delegated, activities of private or public organization, or major segment of it, dealing in life, fire, accident, marine and other general insurance business. Is designated according to work performed or authority exercised , such as:

**CHAIRMAN, LIFE INSURANCE CORPORATION
MANAGING DIRECTOR,
(INSURANCE) INVESTMENTS
DIRECTOR,
(INSURANCE)**

1212.90 Directors, Financial Institutions, other include Directors and Managers who plan, control, organise and manage on own behalf or on behalf of others, activities of public or private organisation, or one or more of its departments or branches, engaged in financial or real estate business, not elsewhere classified.

1213 WORKING PROPRIETORS AND DIRECTORS, MINING, CONSTRUCTION

Workers in this Family plan, organize, direct and manage on own behalf or within powers delegated, enterprise, organization or establishment engaged in economic activities such as extracting coal, ore, mica, stone, clay and other solid minerals from earth; drillings sinking and operating wells to explore earth's strata and to obtain gases, minerals, oils, etc., and treating minerals for use by customers.

1213.10 Working Proprietor, Mines plans, organises, directs and controls enterprise wholly or partly owned by him and engaged in economic activities relating to extraction of coal, ore, mica, precious stones and other minerals from underground mines or open

pits, and treatment of minerals for use by consumers. Is designated according to mineral extracted such as:

**WORKING PROPRIETOR, GOLD MINE
WORKING PROPRIETOR, DIAMOND MINE
WORKING PROPRIETOR, COAL MINE
WORKING PROPRIETOR, IRON MINE
WORKING PROPRIETOR, MANGANESE MINE
WORKING PROPRIETOR, COPPER MINE
WORKING PROPRIETOR, MICA MINE**

1213.20 Working Proprietor, Quarry plans, organises, directs and controls enterprise, wholly or partly owned by him and engaged in economic activities relating to extraction of stone, slate, sand and clay from earth. Is designated according to material quarried such as:

**WORKING PROPRIETOR, STONE QUARRY.
WORKING PROPRIETOR, SLATE QUARRY.**

1213.30 Working Proprietor, Well Drilling plans, organises, directs and controls enterprise wholly or partly owned by him and engaged in economic activities relating to drilling and sinking of deep wells, and operating wells for extraction of crude petroleum, natural gas, water and other liquids and semi-liquids from deep below earth's surface. Is designated according to type of well such as:

**WORKING PROPRIETOR, OIL WELL.
WORKING PROPRIETOR, GAS WELL.
WORKING PROPRIETOR, WATER WELL.**

1213.40 Working Proprietor, Construction formulates policy, plans, organise and controls activities of organization or enterprise, wholly or partly owned by him , engaged in construction, maintenance and repair of buildings, roads, bridges, railway tracks, aerodromes, canals, dams, etc. Is designated as:

**CONTRACTOR, BUILDING CONSTRUCTION.
CONTRACTOR, CANAL CONSTRUCTION, etc.**

NATIONAL CLASSIFICATION OF OCCUPATIONS

1213.50 Director, Construction plans, co-ordinates and controls, within powers delegated, activities of public or private organization or one or more of its branches or departments engaged in construction maintenance and repairs of buildings, roads, bridges, railway tracks, aerodromes, canals, dams, etc. Is designated according to work performed or authority exercised such as:

**MANAGING DIRECTOR (CONSTRUCTION).
PROJECT DIRECTOR (CONSTRUCTION).**

1213.60 Director, Mine plans, directs and co-ordinates, within powers delegated activities of public or private organization engaged in extracting coal, ores, mica, precious stones and other solid minerals from underground mines or open pits and in treating and dressing ore or minerals at mine site. Is designated according to work performed or powers delegated such as:

**MANAGING DIRECTOR (MINES).
DIRECTOR, SALES (MINES).**

1213.70 Director, Quarry plans, directs and co-ordinates, within powers delegated, activities of public or private organization engaged in excavating stone, slate, clay and sand from earth. Is designated according to work performed or powers exercised such as:

**MANAGING DIRECTOR, QUARRY.
DIRECTOR, STONE QUARRY.
DIRECTOR, MARBLE QUARRY.
DIRECTOR, LIMESTONE QUARRY.**

1213.80 Director, Well Drilling plans, directs and co-ordinates, within powers delegated, activities of public or private organization engaged in drilling and sinking deep wells and operating wells for extraction of mineral oil, natural gas, etc. Is designated according to work performed or economic activity directed, such as:

**MANAGING DIRECTOR, OIL WELL.
MANAGING DIRECTOR, GAS WELL.
DIRECTOR, OIL WELL.
DIRECTOR, GAS WELL.**

1213.90 Working Proprietors and Directors, Mining, Construction, other include all other Working Proprietors, Directors and Managers engaged in manufacturing, construction, mining, quarrying, well drilling and other related

activities, like forestry, logging, etc. not elsewhere classified.

1214 WORKING PROPRIETORS AND DIRECTORS, MANUFACTURING, WHOLESALE & RETAIL TRADE

Workers in this Family plan, organise, co-ordinate and control, on own behalf of or authority delegated, activities of private or public organization, establishment or enterprise or one or more of its sections, departments or branches engaged in manufacturing textile and textile products, leather goods and footwear; smelting and refining metal and manufacturing metal articles, paper and paper pulp products; manufacturing, maintaining and repairing machinery, instruments, appliances, ships boats, rolling stock, vehicles, transport equipment, furniture, fixtures, etc; manufacturing clay, glass and rubber products, food products, tobacco products and beverages; printing of textile, paper, leather, etc., and producing, maintaining and repairing other capital and consumer goods, excluding crops, minerals, electricity and natural gas. Workers in this Family run Wholesale/Retail trade on own behalf, or direct and manage, within powers delegated, private or public wholesale/Retail trade organization, or one or more of its branches or departments, engaged in buying and selling goods and merchandise in large quantities.

1214.10 Working Proprietors, Manufacturing plans organises, co-ordinates and controls activities of enterprise wholly or partly owned by him and engaged in producing maintaining or repairing capital and consumer goods excluding crops, minerals, electricity and natural gas. Is designated according to industry owned and controlled such as:

**WORKING PROPRIETOR,
TEXTILE MILLS
WORKING PROPRIETOR,
ENGINEERING WORKSHOP.
WORKING PROPRIETOR, SHOE
FACTORY
WORKING PROPRIETOR, GLASS
FACTORY.
WORKING PROPRIETOR, STEEL
ROLLING MILLS**

NATIONAL CLASSIFICATION OF OCCUPATIONS

**WORKING PROPRIETOR PRINTING PRESS.
WORKING PROPRIETOR, TANNERY.
WORKING PROPRIETOR, BAKERY**

1214.20 Director, Manufacturing plans, organises, co-ordinates and controls within authority delegated, activities of private or public organisation, or one or more of its departments or branches, engaged in producing, maintaining or repairing capital or consumer goods, excluding crops, minerals, electricity and natural gas. Is designated according to work performed, authority exercised or economic activity directed such as:

- MANAGING DIRECTOR,(MANUFACTURING).**
- DIRECTOR, PRODUCTION(MANUFACTURING).**
- DIRECTOR, WORKS(MANUFACTURING).**
- DIRECTOR, STEEL PLANT.**
- DIRECTOR, TANNERY.**
- DIRECTOR, BAKERY.**
- DIRECTOR, SADDLERY**

1214.30 Working Proprietor, Wholesale Trade purchases goods in bulk and sells them to retailers or other large consumers for profit. Lays down and controls business policies to ensure profits, keeping in view price line, market trend and demand and supply position. Appoints Directors, Managers and Representatives and delegates financial and operational powers to them if necessary. Runs wholesale trade on monopoly or zonal basis in specific commodities either by importing them from outside or getting them manufactured in his own or other concern. May require licence or permit from public authorities for wholesale trade. May undertake export business.

1214.40 Working Proprietor, Retail Trade conducts business in retail trade on own account, buying merchandise from manufacturers or wholesales according to public demand and selling them to customers for profit. Lays down business policies regarding margin of profit and compliance with prescribed rules and regulations. May appoint Directors and Managers and may delegate financial and operational powers to

them. May obtain licence or permit from public authorities for retail trade.

1214.50 Director, Wholesale Trade lays down policies within powers delegated, and plans, controls and directs operation of private or public enterprise or segment of its activities engaged in buying and selling of goods in wholesale. Is designated according to work performed, such as:
MANAGING DIRECTOR(Wholesale Trade).
CHAIRMAN, BOARD OF DIRECTORS(Wholesale Trade).

1214.60 Director, Retail Trade lays down policies within powers delegated and plans, controls and directs operation of private or public enterprise or segment of its activities, engaged in buying and selling goods in retail sale. Is designated according to work performed such as:
MANAGING DIRECTOR (Retail Trade).
CHAIRMAN, BOARD OF DIRECTORS (Retail Trade).
DIRECTOR-IN-CHARGE(Retail Trade).

1214.90 Working Proprietors and Directors, Manufacturing, Wholesale & Retail Trade, other include all other Working Proprietors and Directors engaged in manufacturing, wholesale/retail trade and other related activities not elsewhere classified.

1215 WORKING PROPRIETORS AND DIRECTORS, AND RELATED EXECUTIVES IN TRANSPORT AND COMMUNICATION

Workers in this Family plan, organize, co-ordinate and control on own behalf or on behalf of others or within authority delegated, activities of private or public organization or one or more of its departments, engaged in transporting passengers and freight by land, sea or air; operation of stations, yards, piers, docks, light houses, air fields and other services incidental to transport and providing communication services like postal, telephone, telegraph, wireless, radio communication, etc. Excluded are workers engaged in television and radio broadcasting stations.

NATIONAL CLASSIFICATION OF OCCUPATIONS

1215.10 Working Proprietor, Transport plans, organises, co-ordinates and controls activities of organisation or establishment wholly or partly owned by him, engaged in transporting passengers and freight by buses, trucks, taxis, rickshaws, tongas, and other means of road transport; by boats, launches, ships, etc. plying on inland or coastal waters or on high seas; by aircraft for providing transport and other services, incidental to transport.

1215.20 Director, Transport plans organizes, co-ordinates and controls, within authority delegated, activities of private or public organization or one or more of its departments, branches or sections, engaged in transporting passengers and freight by railways, tramways, buses, trucks, taxis, rickshaws, animal transport and other means of road transport; by boats, launches and ships plying on rivers, coastal water, and high seas; by aircrafts; and operating services incidental to transport. Is designated according to work performed, powers exercised of service controlled, such as:

**MANAGING
DIRECTOR(TRANSPORT).
DIRECTOR, TRAFFIC
GENERAL MANAGER, RAILWAYS
DIRECTOR, ROADWAYS,
CHIEF OPERATING
SUPERINTENDENT(RAILWAY).
CHIEF COMMERCIAL
SUPERINTENDENT(RAILWAY).**

1215.30 Director, Communication plans, organises, co-ordinates and controls, within authority delegated, activities of public or private organisation or one or more of its departments or branches, engaged in providing postal, telephone, telegraph, wireless and other communication services. Is designated according to powers exercised or type of communication service directed such as:

**DIRECTOR, POSTAL SERVICES.
POST MASTER GENERAL.
DIRECTOR, OVERSEAS
COMMUNICATION SERVICES.
DIRECTOR OF TELEPHONES.
DIRECTOR OF RAILWAY MAIL
SERVICE.**

1215.40 Director, Airport plans, directs, and coordinates, through

subordinate personnel, activities concerned with construction and maintenance of airport facilities and operation of airport in accordance with governmental agency or commission policies and regulations: Consults with commission members, governmental officials, or representatives of airlines to discuss and plan such matters as design and development of airport facilities, formulation of operating rules, regulations, and procedures, and aircraft landing, taxiing, and take-off patterns for various types of aircraft. Negotiates with representatives of airlines, utility companies, or individuals for acquisition of property for development of airport, lease of airport buildings and facilities, or use of rights-of-way over private property. Formulates procedures for use in event of aircraft accidents, fires, or other emergencies. Inspects airport facilities, such as runways, buildings, beacons and lighting, and automotive or construction equipment, or reviews inspection reports, to determine repairs, replacement, or improvements required. Coordinates activities of personnel involved in repair and maintenance of airport facilities, buildings, and equipment to minimize interruption of airport operations and improve efficiency. Directs personnel in investigating violations of aerial or ground traffic regulations, reviews investigation reports, and initiates actions to be taken against violators. Directs studies on noise abatement resulting from complaints of excessive noise from low flying aircraft or other operations. Reviews reports of expenditures for previous fiscal year, proposes improvements to facilitate, estimated increase in volume of traffic, in order to prepare budget estimates for upcoming fiscal year. Represents airport before civic or other organizational groups, courts, boards, and commissions.

1215.90 Working Proprietors and Directors, and Related Executives in Transport and Communication, Other Include all other Working Proprietors and Directors engaged in transport and communication and other related activities not elsewhere classified.

NATIONAL CLASSIFICATION OF OCCUPATIONS

1216 WORKING PROPRIETORS AND DIRECTORS, STORAGE AND WAREHOUSING

Workers in this Family plan, organize, co-ordinate and control on own behalf or within authority delegated, activities of private or public organisations engaged in providing storage and warehousing of goods as independent service to private and public organizations or individual parties.

1216.10 Working Proprietor, Storage and Warehousing plans and organises storage warehousing and freight handling services to public and private organisations by land, sea or air and arranges allied transport and communication facilities to parties concerned. Obtains license from Government where necessary, and lays down business policies. Appoints directors, Agents and Managers and delegates required financial and other powers to them to ensure smooth running of business, desired margin of profit and compliance with business terms and Government rules and regulations.

1216.20 Director, Storage and Warehousing plans, organizes, co-ordinates and controls, within authority delegated, activities of public or private organizations, or one or more of its branches, engaged in providing storage and warehouse facilities on prescribed terms and conditions to Government and private parties. May arrange facilities of transport and communication as required. May specialize in any particular type of item or commodity such as machinery and engineering items, explosives, perishable goods, etc. and be designated accordingly.

1216.90 Working Proprietors and Directors, Storage and Warehousing, Other include all other Working Proprietors and Directors engaged in storage and warehousing and related activities not elsewhere classified.

1217 WORKING PROPRIETORS AND DIRECTORS, LODGING AND CATERING SERVICES

Workers in this Family plan, organise, co-ordinate and control on own or other's behalf operations of private or public organisations

or their branches engaged in providing boarding, lodging and camping facilities to public.

1217.10 Working Proprietor, Lodging and Catering Services plans, organises, co-ordinates and controls operations of organization or establishment wholly or partly owned by him and engaged in serving food, drinks and beverages and providing lodging and camping facilities to public. Included are:

**WORKING PROPRIETOR, HOTEL.
WORKING PROPRIETOR,
RESTAURANT.
WORKING PROPRIETOR, CAFÉ.
WORKING PROPRIETOR, COFFEE
HOUSE.**

1217.20 Director, Lodging and Catering Services plans, organises and controls, within authority delegated, activities of public or private organisation or establishment or one or more of its branches, engaged in preparing and serving food, drinks and beverages and providing lodging, and camping facilities to public. Included are:

**DIRECTOR, HOTEL.
DIRECTOR, RESTAURANT.
DIRECTOR, COFFEE HOUSE.**

1217.30 Executive Chef coordinates activities of and directs indoctrination and training of CHEFS; COOKS; and other kitchen workers engaged in preparing and cooking foods in hotels or restaurants to ensure an efficient and profitable food service: Plans or participates in planning menus and utilisation of food surpluses and leftovers, taking into account probable number of guests, marketing conditions, popularity of various dishes, and decency of menu. Estimates food consumption and purchases or requisitions foodstuffs and kitchen supplies. Reviews menus, analyses recipes, determines food, labour, and overhead costs, and assigns prices to menu items. Directs food apportionment policy to control costs. Supervises cooking and other kitchen personnel and coordinates their assignments to ensure economical and timely food production. Observes methods of food preparation and cooking, sizes of portions, and garnishing of foods to ensure food is prepared in prescribed manner. Tests cooked

NATIONAL CLASSIFICATION OF OCCUPATIONS

foods by tasting and smelling them. Devises special dishes and develops recipes. Hires and discharges employees. Familiarizes newly hired CHEFS and COOKS with practices of restaurant kitchen and oversees training of COOK APPRENTICES. Maintains time and payroll records. Establishes and enforces nutrition and sanitation standards for restaurant. May supervise or cooperate with STEWARD/STEWARDESS in matters pertaining to kitchen, pantry, and storeroom.

1217.90 Working Proprietors and Directors, Lodging and Catering Services, Other include all other Working Proprietors and Directors engaged in Lodging and Catering Services and related activities not elsewhere classified.

1218 WORKING PROPRIETORS AND DIRECTORS, RECREATION AND ENTERTAINMENT

Workers in this Family plan, organise, co-ordinate and control on own behalf or within authority delegated, operations of private or public organisations or establishments or one or more of their departments or branches, engaged in providing recreation and entertainment services such as producing and presenting stage and circus shows; organising and presenting Radio and Television programmes; operating carnivals and amusement parks; organising Games, sports and competitions; producing and presenting films, strips and pictures, etc.

1218.10 Working Proprietor, Recreation and Entertainment plans, organises, co-ordinates and controls operations of organisation or establishment wholly or partly owned by him and engaged in producing, distributing and exhibiting motion pictures; producing and presenting stage and circus shows; operating carnivals and amusement parks; organising games, sports, hunting, fishing, excursion, competitions, etc., and providing other entertainment and recreation services. Included are:

- WORKING PROPRIETOR, FILM STUDIO.**
- PRODUCER, MOTION PICTURE.**
- FILM DISTRIBUTOR.**
- WORKING PROPRIETOR, THEATRE.**

- WORKING PROPRIETOR, CARNIVAL.**
- WORKING PROPRIETOR, AMUSEMENT PARK.**
- WORKING PROPRIETOR, GYMNASIUM.**
- WORKING PROPRIETOR, SWIMMING POOL.**
- WORKING PROPRIETOR, DANCE HALL.**
- WORKING PROPRIETOR, CINEMA.**
- WORKING PROPRIETOR, CIRCUS.**

1218.20 Director, Recreation and Entertainment plans, organises and controls, within authority delegated, activities of public or private organisation or establishment or one or more of its branches or departments, engaged in producing, distributing and exhibiting motion pictures; producing and presenting stage and circus shows; organising and presenting radio and television programmes; operating carnivals and amusement parks; organising games, sports, hunting, fishing, excursion, competitions, etc., and providing other entertainment and recreation services. Included are;

- DIRECTOR, MOTION PICTURE.**
- DIRECTOR, STAGE.**
- DIRECTOR, STUDIO.**
- DIRECTOR, STADIUM.**
- DIRECTOR, RADIO STATION.**

1218.30 Station Director, Radio/ TV directs and coordinates activities of radio or television station, or of cable television franchise: Supervises directly, or through subordinates, personnel engaged in departments, such as sales, programme, engineering and personnel. Observes activities to ensure compliance with government regulations. Discusses plans with marketing personnel to promote sales of programmes and time periods to advertisers and their agencies. Confers with owners or company senior management to discuss station policy and administrative procedures. May prepare operational budget and monitor expenses for station or franchise. May negotiate with motion picture companies for purchase of independent film programmes. May negotiate cable franchise contract with local issuing authority. May develop strategy to promote sales of new cable television service or upgraded service to customers

NATIONAL CLASSIFICATION OF OCCUPATIONS

within franchise area. May contact prospective buyers of station time to promote sale of station services. May manage station engaged in transmitting broadcasts to foreign countries and be known as Director, International Broadcasting (radio-tv broad.). May perform different duties and responsibilities, according to station size and network affiliation.

1218.90 Working Proprietors and Directors, Recreation and Entertainment, Other include all other Working Proprietors and Directors engaged in Recreation and Entertainment and related activities not elsewhere classified.

1219 WORKING PROPRIETORS AND DIRECTORS, OTHER SERVICES, n.e.c

Workers in this Family plan, organise, co-ordinate and control on own behalf or on behalf of others, activities of private or public organisations or one or more of its branches, sections or departments engaged in running educational institutions; rendering medical and other health services; organising and providing religious services, promoting welfare of workers or community; giving charity, assistance or aid to infirm or orphans; organising and managing trade and labour organisation and other civic and social associations and performing such services.

1219.10 Working Proprietor, Other Services plans, organises, co-ordinates and controls activities of organisation, wholly or partly owned by him, and engaged in running and managing educational institutions; rendering medical and other health services; sanitation; washing and cleaning households, garments, etc. and providing other services.

1219.20 Director, Other Services plans, organises and controls, within authority delegated, activities of public or private organisation or establishment, or one or more of its departments or branches, engaged in running educational institutions; rendering medical sanitation and other health services; organising and providing religious services; promoting welfare of workers or community; giving charity, assistance or aid to infirm or orphans; organising and

managing trade and labour organisations and other civic and social associations; washing and cleaning garments etc., undertaking and cremating; and performing other services. Included are:

DIRECTOR OF EDUCATIONAL INSTITUTIONS.

DIRECTOR OF CHARITABLE INSTITUTIONS.

DIRECTOR, ORPHANAGE.

DIRECTOR, Y.M.C.A.

DIRECTOR, Y.W.C.A.

1219.30 Director, Museum/Zoo administers affairs of museum, zoo, or similar establishment: Confers with institution's board of directors to formulate policies and plan overall operations. Directs acquisition, education, research, public service, and development activities of institution, consulting with curatorial, administrative, and maintenance staff members to implement policies and initiate programmes. Works with members of curatorial and administrative staffs to acquire additions to collections. Confers with administrative staff members to determine budget requirements, plans fund raising drives, prepares applications for grants from government agencies or private foundations, and solicits financial support for institution. Establishes and maintains contact with administrators of other institutions to exchange information concerning operations and plan, coordinate, or consolidate community service and education programmes. Represents institution at professional and civic social events, conventions, and other gatherings to strengthen relationships with cultural and civic leaders, present lectures or participate in seminars, or explain institution's functions and seek financial support for projects. Reviews materials prepared by staff members, such as articles for journals, requests for grants and reports on institution programs, and approves materials or suggests changes. Instructs classes in institution's education programme or as guest lecturer at university. Writes articles for technical journals or other publications.

1219.40 Chief Librarian plans and administers programme of library services: Submits recommendations on library policies and services to governing body, such as board of directors or board of trustees, and

NATIONAL CLASSIFICATION OF OCCUPATIONS

implements policy decisions. Analyses, selects, and executes recommendations of personnel, such as department chiefs or branch supervisors. Coordinates activities of branch or departmental libraries. Analyses and coordinates departmental budget estimates and controls expenditures to administer approved budget. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Administers personnel regulations, interviews and appoints job applicants and promotes and discharges employees. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Delivers book reviews and lectures to publicise library activities and services. Provides library public relations services. May examine and select materials to be discarded, repaired, or replaced.

1219.50 Principal College directs and coordinates educational, administrative, and counselling activities of college: Develops and evaluates educational programme to ensure conformance to state and university standards. Develops and coordinates educational programmes through meetings with staff, review of teachers' activities, and issuance of directives. Confers with teachers, students, and parents concerning educational and behavioural problems in the college. Establishes and maintains relationships with colleges, community organizations, and other colleges to coordinate educational, sports & cultural, services. Requisitions and allocates supplies, equipment, and instructional material as needed. Directs preparation of class schedules, cumulative records, and attendance reports. Observes and evaluates teacher performance. Interviews and hires teachers. Walks about college building and property to monitor safety and security. Plans and monitors college budget and financial matters. May plan and direct building maintenance. May develop and administer educational programmes for students with mental or physical handicaps.

122 PRODUCTION AND OPERATION DEPARTMENT MANAGERS

Production and Operation Department managers of enterprises or Organisations requiring a total of three or more managers, plan, direct and coordinate activities concerning the production of goods or the provision of services, under the broad guidance of directors and chief executives and in consultation with managers of other departments or sections.

1221 PRODUCTION AND OPERATION DEPARTMENT MANAGERS IN AGRICULTURE, HUNTING, FORESTRY AND FISHING

Production and Operation Department managers in agriculture, hunting, forestry and fishing plan, direct and coordinate those activities of farming and related enterprises which are concerned with the production of goods, under the broad guidance of directors and chief executives and in consultation with managers of other departments or sections.

1221.10 Manager, Agriculture Farm; Superintendent, Agricultural Farm organises and controls operations and staff employed in growing agricultural produce on largescale farm on behalf of Government or other employers. Determines crops to be grown after examining soil, irrigational facilities, climatic conditions and scope for marketing. Selects, purchases and stores seeds, fertilisers and agricultural implements. Organises ploughing, manuring, sowing and watering. Devises ways and means to irrigate cultivation from well, tank, reservoir or other source of water supply. Supervises operations of manure preparation, weeding, spraying insecticides and other measures protecting crops from wild animals, harvesting, threshing, winnowing, bagging, storing etc. Finds out market for cultivated products and arrange transport. Recruits staff and allocates work to them. Supervise and co-ordinates work of field and office staff. Keeps equipment, building, etc., in order. Maintains muster roll of labour and looks after office correspondence and keeps production and cost accounts. Pay various taxes and dues and fulfills other obligations. May specialise in growing certain types of crops. May conduct research and organise

NATIONAL CLASSIFICATION OF OCCUPATIONS

field demonstrations. May arrange preservation of crop.

1221.20 Manager, Plantation manages plantation on behalf of employer. Examines soil, climatic conditions, scope for marketing, etc. to determine type of crop such as tea, coffee, rubber etc. to be grown. Selects, purchases and stores seeds, fertilisers, agricultural implements, etc. as required. Organises operation of ploughing, manuring, planting etc. Supervises operations of manure preparation, weeding, spraying insecticides and other measures to protect crops from wild animals and plant diseases. Organises and supervises processes like tapping, threshing, plucking, withering, rolling, shifting, drying, cutting, sorting and storing of harvested produces. Undertakes publicity measures to publicise and to find out market for products and arranges for their transport. Organises and supervises construction of buildings, quarters, roads, tanks, installation of electric and telephone lines, etc. Supervises and coordinates work of field and office staff. Recruits staff and teaches them modern methods of plantation and allocates work. Keeps equipment, fences, building, etc. in order. Maintains muster roll of labour and looks after office correspondence. Looks after welfare of labour and ensures that provisions of Plantation Act, Labour Act, etc. are observed. Ensures proper payment to labour. Pays various taxes to Government and fulfils other obligations, if any. Maintains production and cost statements and submits periodical reports to proprietor. May specialise in growing particular type of plantation such as rubber, tea, coffee, etc. May conduct research and organise demonstration. May arrange preservation of produce. May partially process produce prior to marketing.

1221.22 Manager, Nursery manages nursery to grow horticultural plants, such as trees, shrubs, flowers, ornamental plants, or vegetables for sale to trade or retail customers: Determines type and quantity of horticultural plants to be grown, considering such factors as whether plants will be grown under controlled conditions in hothouse or greenhouse or under natural weather conditions in field, and market demand or conditions, utilizing knowledge of plant

germination, growing habits of plants, soil conditions, plant nutrients, and disease control requirements. Selects and purchases seed, plant nutrients, and disease control chemicals according to type of horticultural plants and conditions under which plants will be grown. Tours work areas to observe quality and quantity of work being done, to inspect crops and to evaluate horticultural conditions, such as plant disease and soil conditions. Directs and coordinates, through subordinate supervisory personnel, activities of workers engaged in planting of seed, raising, feeding, and controlling growth and disease of plants, and transplanting, potting, or cutting plants for marketing. Coordinates clerical, record keeping, accounting and marketing activities. May purchase nursery stock for resale and sell gardening accessories, such as sprays, garden implements and plant nutrients.

1221.24 Manager, Aerial Planting and Cultivation manages operations of aerial seed sowing and crop dusting establishment: Negotiates contracts with farm personnel to sow seeds of specified varieties or to spray or dust fields or crops with specified agricultural chemicals. Confers with to determine materials and conditions required to meet terms of contract and schedules flights according to factors, such as client requests, weather conditions, aircraft availability, and legal and safety considerations. Monitors mixing chemicals, loading chemicals and seeds into hopper of aircraft, and indicating flight passes to pilot from ground to ensure efficient and safe operations. Purchases seeds and chemicals from suppliers. Oversees repair and maintenance of aircraft and contracts for repair and maintenance of hangars, runway, and related company facilities. Maintains records for billing and payroll purposes. Initiates personnel actions, such as hiring, firing, and disciplining workers.

1221.26 Manager, Orchard manages orchards: Directs and coordinates, through subordinate supervisory personnel, orchard activities, such as orchard development, irrigation, chemical application, and harvesting to ensure that company production goals are met. Evaluates oral and written reports and observes operations to monitor progress of work and to detect and

NATIONAL CLASSIFICATION OF OCCUPATIONS

resolve problems. Determines and authorizes alternative procedures to accommodate variables, such as weather conditions, water supply, stage of crop or tree development, and new legislation. Coordinates orchard department activities with those of engineering, equipment maintenance, packing house, and other related departments. Analyzes financial statements and makes budget proposals. May initiate personnel actions, interpret company policy, and enforce safety regulations

1221.30 Manager, Horticulture Farm

organises and supervises planting, maintenance and growth of fruit plants and arranges for marketing of produce. Determines types of fruits or nuts to be grown depending on nature of soil and climate, irrigation and market facilities. Selects and purchases plants, fertilisers and agricultural implements. Organises operations of ploughing, manuring, sowing or planting and watering. Devises ways and means to supply regular flow of water for irrigation. Supervises agricultural operations such as weeding, spraying insecticides, manuring and harvesting. Selects best market for produce and arranges its transport. Supervises and controls field and office staff. Trains field workers in latest methods of grafting and planting of trees. Attends to office correspondence and keeps cost and production account. Keeps equipment and building, etc. in good order. Pays various taxes and dues and fulfils other obligations. May specialise in growing particular types of fruits. May conduct research and organise field demonstration. May arrange preservation of fruits by canning or in cold storage. May develop variety of fruit trees by grafting and budding.

1221.40 Manager, Livestock Farm

Manager, Livestock Farm manages live-stock farm on behalf of employer for breeding and raising different kinds of live-stock. Arranges equipment and supplies for housing and feeding animals in consultation with employer. Selects and buys animals. Supervises preparation of feed, grazing arrangements and proper medical aid to keep animals in good health. Looks after pairing of animals on basis of pedigree for breeding. Supervises artificial insemination for developing good breed. Takes care of

animals during birth of young and upbringing of young stock. Selects and sells animals for breeding and field work. Disposes off unproductive and unprofitable animals to avoid wastage. Watches expenditure and receipts to ensure economic running of farm. Controls office and field staff and co-ordinates work. Maintains accounts and records details of feed consumed, milk and other items produced, purchase and sale of animals and other accounts relating to live-stock farm. May raise and exhibit show animals. May supervise cultivation and raising of feed for animals. May specialise in any particular branch of live-stock farming. May supervise work of Stockman.

1221.50 Manager, Dairy Farm

manages dairy farm on behalf of employer for production of milk, butter, ghee, etc. Supervises selection and purchase of animals, in consultation with employer. Makes proper arrangements for housing, feeding and treatment of milch animals. Pairs animals for breeding on basis of pedigree. Arranges artificial insemination for developing good breed. Takes proper care of animals during birth of young and takes necessary precautions during upbringing of young animals. Ensures that hygienic methods are observed in cleaning udder of animals, washing of hands of Milkman, milk containers, etc. before milking. Supervises milking, preparation of butter, ghee, etc. and arranges their transportation and marketing. Selects and sells unprofitable animals. Controls office and field staff and co-ordinates their work. Records details of feed consumed, milk and other produces, purchase and sale of animals and other items relating to income and expenditure of dairy. Avoids wastages, maintains proper accounts and watches expenditure and receipts of farm for economic consideration. May raise and exhibit show animals. May arrange and supervise production of feed for animals. May conduct research and demonstrate process of working.

1221.60 Manager, Poultry Farm

manages poultry farm on behalf of employer to raise poultry for eggs and table use and arranges sale of produce. Determines varieties of poultry to be raised in consultation with

NATIONAL CLASSIFICATION OF OCCUPATIONS

employer. Purchases feed, eggs, chicken, incubators and other equipment required for poultry farm. Supervises arrangements for feeding, breeding, hatching and construction of foster-mother, pan, and brooder houses for housing newly born small chickens and adult birds. Makes provision for proper sanitation and medical facilities and gets them vaccinated at proper ages. Adopts labour saving devices, co-ordinates work of various sections and controls office staff. Implements plans carefully to achieve fixed target of production and yield profit. Takes preventive measures against diseases of birds. Isolates and treats or disposes off ailing birds and takes measures against spread of epidemics. Determines selling price for eggs of different grades and stock of different ages and pedigree. Keeps breeding record. Studies improved methods in poultry development. Arranges preservation of eggs during summer and disposal of poultry bye-products. Undertakes measures to publicise products. Maintains all accounts and correspondence relating to farm. May raise selected poultry and sell quality eggs for hatching. May arrange demonstration of various kinds of hatchery plants to develop hatching of eggs. May raise and exhibit show stock.

1221.90 Production and Operation Department Managers in Agriculture, Hunting, Forestry and Fishing, other include all other farm managers and supervisors engaged in agriculture, horticulture, poultry, dairy, live stock and like farming, not elsewhere classified.

1222 PRODUCTION AND OPERATION DEPARTMENT MANAGERS IN MANUFACTURING

Production and Operation Department managers in manufacturing plan, direct and coordinate those activities of the enterprise and related enterprises which are concerned with the manufacturing of goods, under the broad guidance of directors and chief executives and in consultation with managers of other department or sections.

1222.10 Manager, Mine controls and supervises operations in mine or one or more sections of mine for extraction of minerals such as coal, ore, mica, etc., observing

statutory regulations and in accordance with policy and direction of management. Ensures satisfactory production and safety of men and material. Is designated according to powers exercised, work performed or material extracted such as:

MINE SUPERINTENDENT.

MANAGER, COLLIERY .

MANAGER, IRON MINE.,

MANAGER, COPPER MINE.

1222.20 Manager, Quarry controls and supervises, within authority delegated, operations in public or private quarry for extraction of stone, slate, clay, sand, etc. observing statutory regulations and following policy and direction of higher authorities. Ensures satisfactory production and safety of men and material. Is designated according to powers exercised or mineral extracted such as:

MANAGER, STONE QUARRY.

MANAGER, LIME QUARRY.

MANAGER, SLATE QUARRY.

1222.30 Manager, Well Drilling controls and supervises within authority delegated, activities of public or private organization engaged in drilling and sinking of wells and operating wells for extraction of mineral oil, natural gas, etc. Is designated according to work performed or authority delegated such as:

MANAGER, OIL WELL.

MANAGER, GAS WELL

1222.40 Manager, Electricity co-ordinates and supervises, within authority delegated efficient utilisation of men, money and material in public or private organisation or establishment, or one or more of its departments, branches, etc., engaged in generation, transmission and distribution of electricity to domestic and industrial consumers.

1222.45 Terminal Manager/ Terminal Superintendent manages plant in which Liquefied Petroleum Gas, lubricants, and petroleum fuels are stored and distributed in bulk lots, formulating policies in regard to storage, distribution and other operating problems: Determines type and quantities of products according to consumer demand. Contacts refineries and petroleum canning plants to schedule shipment of products.

NATIONAL CLASSIFICATION OF OCCUPATIONS

Establishes operating procedures for incoming shipments, indicating storage tanks and warehouse facilities to be used. Formulates policies for distribution and sale of products to wholesale and retail outlets and consumers.

1222.50 Manager, Gas co-ordinates and controls, within authority delegated, efficient utilization of men, money and material in public or private organization or establishment, or one or more of its departments, sections or branches, engaged in manufacture of gas and distribution of manufactured or natural gas to consumers, and production and supply of steam for heat, power, etc.

1222.60 Manager, Water Supply co-ordinates and supervises within powers delegated, efficient utilisation of men, money and material in public or private organisation, or one or more of its departments or branches, engaged in storing, filtering and purifying water and supplying water to consumers.

1222.65 MANAGER, FOOD PROCESSING PLANT directs and coordinates activities of food processing plant: Contacts buyers or growers to arrange for purchasing or harvesting and delivery of agricultural products, seafoods, meat, or other raw materials to plant for processing. Directs, through subordinate supervisory personnel, workers engaged in processing, canning, freezing, storing, and shipping food products. Directs and coordinates activities concerned with dismantling, moving, installing, or repairing of machines and equipment. Approves plant payroll and payments for purchased materials or products. Estimates quantities of foods for processing required and orders foods, materials, supplies, and equipment needed. Hires, transfers, and discharges employees. May provide suppliers with transportation to expedite delivery of purchased products or supplies to plant. May arrange for freezing of packaged products by other food processing plants. May negotiate with suppliers or growers prices to be paid for purchases.

1222.70 Manager, Manufacturing organizes, co-ordinates and supervises,

within powers delegated, efficient utilisation of men, money and material in public or private organisation or establishment, or one or more of its departments or branches, engaged in producing, maintaining or repairing capital or consumer goods, excluding crops, minerals electricity and natural gas. Is designated according to work performed or powers exercised such as:

MANAGER(MANUFACTURING).

FACTORY MANAGER.

PLANT MANAGER.

FACTORY SUPERINTENDENT.

WORKS SUPERINTENDENT.

MANAGER, TEXTILE MILLS.

MANAGER, TANNERY.

MANAGER, SHOE FACTORY.

MANAGER, BAKERY.

MANAGER, PRESS.

MANAGER ,STEEL PLANT.

MANAGER, GLASS FACTORY.

1222.90 Manager, Mining and Quarrying, Electricity, Gas, Water Supply and Manufacturing, Other include all other Working Proprietors, Directors and Managers engaged in manufacturing, construction, mining, quarrying, well drilling and other related activities, like forestry, logging , etc. not elsewhere classified.

1223 PRODUCTION AND OPERATION DEPARTMENT MANAGERS IN CONSTRUCTION

Production and Operation Department managers in construction plan, direct and coordinate those activities of the enterprise which are concerned with the construction work, under the broad guidance of directors and chief executives and in consultation with managers of other departments or sections.

1223.10 Manager, Construction co-ordinates and supervises, within powers delegated, activities of public or private organisation or one or more of its departments or branches engaged in construction, maintenance and repairs of buildings, roads, railway tracks, aerodromes, bridges, canals, dams , etc. Is designated according to work performed or powers delegated such as:

MANAGER, CONSTRUCTION.

PROJECT

MANAGER,

CONSTRUCTION

NATIONAL CLASSIFICATION OF OCCUPATIONS

**MANAGER EXCAVATIONS,
CONSTRUCTION.**

1223.20 Manager, Land Survey plans, directs, and coordinates work of survey parties, and related staff, engaged in surveying earth's surface and preparing reports and legal descriptions of land: Develops organisation policy or interprets it to staff. Prepares or approves budget for unit or organisation within assigned area of responsibility. Coordinates work of LAND SURVEYOR with that of legal, engineering, architectural, and other staff on project. Directs survey parties and projects, and reviews and certifies completed work to satisfy legal requirements. Writes or directs the writing of descriptions of land to satisfy legal requirements according to standard surveying practices. Appears as expert witness in court in cases involving land or boundary disputes. Monitors new technology and evaluates and purchases or authorises purchase of new equipment and supplies. Selects new staff for employment and takes disciplinary action when necessary. Assumes legal responsibility for work performed and is licensed by state.

1223.90 Production and Operation Department Managers in Construction, Other include all other Working Proprietors, Directors and Managers engaged in construction and other related activities, like forestry, logging, etc. not elsewhere classified.

**1224 PRODUCTION AND OPERATION
DEPARTMENT MANAGERS IN
WHOLESALE AND RETAIL TRADE**

Production and Operation Department managers in wholesale and retail trade plan, direct and coordinate those activities of the enterprise which are concerned with trade, under the broad guidance of directors and chief executives and in consultation with managers of other departments or sections.

1224.10 Manager, Wholesale Trade organises and manages wholesale trade organisation, or one or more if its branches or departments, engaged in buying goods and selling them for profits to retailers or industrial and commercial consumers. Is

designated according to work performed or level of responsibility such as:

MANAGER(Wholesale Trade).
BRANCH MANAGER(Wholesale Trade).
SALES MANAGER(Wholesale Trade).

1224.20 Manager, Retail Trade organises and manages retail trade organisation, or one or more of its branches or departments, engaged in buying goods and merchandise and selling them for profit to customers. Is designated according to work performed or level of responsibility such as:

BRANCH MANAGER(Retail Trade).
AREA MANAGER(Retail Trade).
DEPARATMENTAL MANAGER(Retail Trade).

1224.30 Manager, Export directs foreign sales and service outlets of an organisation: Negotiates contracts with foreign sales and distribution centers to establish outlets. Directs clerical staff in expediting export correspondence, bid requests, and credit collections. Arranges shipping details, such as export licenses, customs declarations, and packing, shipping, and routing of product. Directs clerical and technical staff in preparation of foreign language sales manuals. Expedites import-export arrangements and maintains current information on import-export tariffs, licenses, and restrictions.

1224.90 Managers, Wholesale Trade and Retail Trade, Other include managers engaged both in wholesale and retail trade and such traders, not elsewhere classified.

**1225 PRODUCTION AND OPERATION
DEPARTMENT MANAGERS IN
RESTAURANTS AND HOTELS**

Production and Operation Department managers in restaurants and hotels plan, direct and coordinate those activities of the enterprise which are concerned with the provision of accommodation, catering and related services, under the broad guidance of directors and chief executives and in consultation with managers of other department or sections.

1225.10 Manager, Lodging and Catering Services organises and supervises, within authority delegated, efficient utilisation of

NATIONAL CLASSIFICATION OF OCCUPATIONS

men, money and material in public or private organization or establishment, or one or more of its departments or branches, engaged in preparing and serving food, drinks and beverages and providing lodging and camping facilities to public. Included are :

- MANAGER, HOTEL.**
- MANAGER, RESTAURANT.**
- MANAGER, CAFÉ.**
- MANAGER, TEA HOUSE.**
- MANAGER, COFFEE HOUSE.**
- MANAGER, BAR.**
- MANAGER, REST HOUSE.**

1225.20 Manager, Fast Food Service

manages franchised or independent fast food or wholesale prepared food establishment: Directs, coordinates, and participates in preparation of and cooking, wrapping or packing types of food served or prepared by establishment, collecting of monies from in-house or take-out customers or assembling food orders for wholesale customers. Coordinates activities of workers engaged in keeping business records, collecting and paying accounts, ordering or purchasing supplies, and delivery of foodstuffs to wholesale or retail customers. Interviews, hires, and trains personnel. May contact prospective wholesale customers, such as mobile food vendors, vending machine operators, bar and tavern owners, and institutional personnel, to promote sale of prepared foods. May establish delivery routes and schedules for supplying wholesale customers. Workers may be known according to type or name of franchised establishment or type of prepared foodstuff retailed or wholesaled.

1225.90 Production and Operation Department Managers in Restaurants and Hotels, Other include managers engaged both in restaurants and hotels, not elsewhere classified.

1226 PRODUCTION AND OPERATION DEPARTMENT MANAGERS IN TRANSPORT, STORAGE AND COMMUNICATION

Production and Operation Department managers in transport, storage and communication plan, direct and coordinate those activities of the enterprise which are

concerned with the providing of relevant services, under the broad guidance of directors and chief executives and in consultation with managers of other departments or sections.

1226.10 Manager, Transport supervises co-ordinates and controls, within authority delegated, efficient utilisation of men, money and material in public or private organisation or establishment, or one or more of its departments, branches or sections, engaged in transporting passengers and freight by railways, tramways, buses, trucks, taxis, rickshaws, boats, launchers, ships, aircrafts and other means of transport, and operating services incidental to transport. Is designated according to work performed, authority exercised or transport service supervised such as :

- DIVISIONAL SUPERINTENDENT (RAILWAY).TRAFFIC SUPERINTENDENT(RAILWAY). COMMERCIAL SUPERINTENDENT(RAILWAY). STATION SUPERINTENDENT(RAILWAY). MANAGER, ROAD TRANSPORT. TRAFFIC MANAGER, MOTOR TRANSPORT. MANAGER, ROADWAYS. MANAGER, TAXI SERVICE. MANAGER, AIRLINES. AREA MANAGER, AIRLINES. TRAFFIC MANAGER, AIRLINES. OPERATING MANAGER, AIRLINE. MANAGER, SHIPPING, MANAGER, DOCK.**

1226.15 Station Master, Roadways controls and co-ordinates work of staff employed at roadways' stations, and supervises operation of all passenger buses, cars, luggage vans, and goods trucks within his section. Arranges layout of roadways' station for parking of vehicles, signboards of routes, scheduled timings of incoming and outgoing vehicles, passenger waiting hall, booking office counters, etc. for orderly conduct of business. Displays time and fare table and other important notices in station premises. Provides passenger amenities such as drinking water, and other conveniences for travelling public. Prepare duty roster of Bus Conductors, Drivers and Cleaners. Checks attendance of staff under him and

NATIONAL CLASSIFICATION OF OCCUPATIONS

supervises their work. Maintains checks sheet of all incoming and outgoing vehicles, their number, station from where arrived destination, time of arrival and departure etc. to ensure regularity and punctuality of service. Maintains fuel records issued to vehicles and checks way bills and journey bills of Conductors to verify correctness of fuel consumption, passenger fare and freight charge collections. Ensures that parcels and luggages offered for transport by bus van and truck are packed, labelled and addressed properly. Arranges for running of additional buses to relieve heavy traffic of passengers in time of mela and important occasions. Rushes relief buses and other assistance in case of break down and accident. Attends to passenger complaints and takes re-medial action either himself or by reporting to proper authority as case merits. Maintains necessary records and registers, submits return as prescribed and performs other duties to promote road transport. Checks malpractices, ensures safety of passengers and goods booked, cleanliness of premises and incoming and out-going buses, convenience of passengers, etc. May check passengers' tickets en route within his jurisdiction.

1226.17 Traffic Inspector, Motor Transport inspects buses running on any route or area allotted to him and supervises work of Ticket Examiners, Time Keepers, Bus Conductors and Bus Drivers. Checks general appearance of buses and whether Conductors and Drivers are in uniform, Checks whether buses are running to scheduled timings. Examines tickets and luggage of passengers to see whether correct tickets have been issued, and properly punched. Supervises alighting and boarding of passengers at important stops or destinations. Regulates arrival, departure and frequency of buses at important stops. Arranges for running of extra buses in cases of heavy rush of traffic. Visits spot in case of accident, obtains facts and evidence thereof, etc. Informs nearest police station, gets in touch with depot or headquarters and submits reports to higher authorities. Diverts buses to alternate routes within city in case of fire, breakdown, jam, etc. Studies traffic requirements within his area, offers suggestions regarding timings, frequency, introduction or curtailment of services, and

communicates reaction of travelling public to management for appropriate action. May be designated as CHIEF INSPECTOR. MOTOR TRANSPORT if also engaged in supervising work of other MOTOR TRANSPORT INSPECTORS.

1226.20 Manager, Traffic conducts studies on company freight and passenger classifications, rates, and tariffs and formulates changes required to provide for increased revenues and profitability of operations: Analyzes financial reports on operations and evaluates existing classifications, rates, and tariffs to determine changes required and need for expansion or curtailment of schedules and routes. Documents data to support proposals for increased revenues, expansion of schedules or routes, and files application for new rates, schedules, or routes with regulatory agencies. Testifies before regulatory agencies to present company's position and need for increased revenues in order to operate profitability. Negotiates with personnel of other transportation companies on division of interline revenues and signs contract on terms of agreement. Consults with officials of other companies on traffic movement problems, such as freight handling, transfer, and in-transit storage. Directs and coordinates activities of workers in classification of shipments and in applying and enforcing rates and tariffs.

1226.25 Traffic Inspector, Railway inspects activities of stations under his jurisdiction to ensure compliance of all traffic and operative rules. Examines records and registers maintained at each station to check attendance records and efficiency of staff and extent to which trains operate on schedule. Inspects condition of station building, platform, drinking-water, refreshment facilities and other public conveniences. Checks crossing gates, goods shed, and parcel office for compliance with safety regulations. Conducts night inspection of signals and ensures that lighting arrangements are adequate. Makes surprise inspections by travelling in passenger or goods trains to check compliance with traffic rules. Accompanies important passengers in train to ensure that all facilities and courtesies are provided to them. Resolves public complaints and

NATIONAL CLASSIFICATION OF OCCUPATIONS

investigates minor accidents, theft of goods, delays, etc.

1226.29 Traffic Inspector Tram supervises work of Tram Conductors and Tram Car Driver to ensure operation of trams on schedule. Substitutes temporarily for Tram Starter. Checks Conductor's memo by field inspection to ensure running of tram to scheduled time. Tallies tickets sold with recorded entry and tickets held by passengers travelling in trams to check and avoid over payment of fares or over travelling by passengers. Reports complaints of poor service to higher authorities for action. Visits sites of accidents or breakdown and arranges to clear line to restore normal traffic. Provides first aid to injured persons. Observes performance of Conductors and reports to higher authority of any irregularity noticed. Maintains statistics of passengers travelling in tram cars and suggests improvement in schedule to divisional authorities.

1226.30 Manager, Flight Operation directs and coordinates through subordinate management personnel, flight operation and control activities of air transport company terminal station: Reviews flight schedules, flight crew bid sheet for routes, and crew schedules to ensure assignments for schedules and routes are in accordance with personnel qualifications for type of aircraft, federal safety and operational regulations, union contract provisions, and company policy. Confers with flight crew personnel to resolve any differences regarding schedule and route assignments. Coordinates activities of sections in flight operations department, such as dispatching, flight control, flight training and meteorology, to ensure maximum operating efficiency. Confers with administrative personnel, government regulatory agencies, and representatives of other airlines to propose revision and adoption of rules and procedures governing flight operation activities. Directs preparation of supplemental training materials or revision of operational manuals resulting from changes in rules and procedures. Conducts investigations in cooperation with federal agencies to determine causes of aircraft accidents and to establish accident prevention and emergency

methods and procedures. May check out flight crew personnel on aircraft.

1226.35 Aerodrome Officer co-ordinates work of all staff engaged at airport, supervises movement of air traffic at aerodrome and renders assistance to visiting aircraft and passengers. Ensures that air field is fenced around to prevent unauthorised intrusion and to keep it clear of any obstruction for safe landing and take off of aircraft. Inspects runways and ensures that they are properly maintained, fire fighting equipment is adequate and facilities for parking of aircrafts in aircraft hangers etc. are available. Obtains and transmits correct meteorological information to aircraft. Provides, proper lighting signal equipment to facilitate landing and take off of aircraft. Looks after landing and take off facilities and renders other aids to visiting aircraft. Collects and remits landing and parking charges on aircraft to Government treasury. Ensure that passengers' lounge, restaurants, book-stalls and other conveniences are well maintained. Provides first aid to sick and injured passengers and crew. Supervises and controls fire fighting operations at airport. Assists search and rescue operations of aircraft and crew in distress. Take security measures for protection of aerodrome. May attend to work of any of his subordinates if required.

1226.37 Flight Operation Officer, Air Service prepares flight plans based on meteorological reports, calculates fuel requirements and issues flight clearance certificates. Studies meteorological reports regarding air-current and prepares flight-plans. Calculates fuel requirements, taking into account air-routes, facilities regarding re-fuelling, etc. for guidance of Commander and Navigator of aircraft. Prepares roster of flight crew for scheduled flights and briefs Pilots for journey indicating that air-craft has been accepted by next airport at which it is due to land and other factors e.g. approaching storm, unusual cargo, variation in planes, altitude and routing, or in normal take off and landing operations. Ensures that other necessary arrangements, such as crew for stand-by flights, handing and taking over of flight documents, etc. have been made.

NATIONAL CLASSIFICATION OF OCCUPATIONS

1226.39 Traffic Officer, Air Service supervises loading and unloading of aircraft cargo and luggage and escorts passengers to and from craft. Guides passengers in and out of aircraft and arranges for transport of their luggage to and from aircraft. Stows cargoes into aircraft according to size, weight, type and destination as indicated in general loading instructions. Checks number of passengers aboard with list of Airhostess or Steward. Ensures that doors of aircraft are properly closed before signal is given to Pilot for take off. Arranges and supervises proper parking, housing and picketing of aircraft with engineering staff. May operate teletype to send reports of passengers and cargo to next port of call. May arrange for transportation of passengers to and from airport.

1226.40 Manager, Communication organises, co-ordinates and supervises within authority delegated, efficient utilization of men, money and material in public or private organization, or one or more of its branches or departments engaged in providing postal, telephone, telegraph, wireless and other communication services. Is designated according to work performed, authority exercised or communication service managed such as:

**SUPERINTENDENT, POST OFFICES.
SUPERINTENDENT, RAILWAY MAIL SERVICE./
DISTRICT MANAGER, TELEPHONES.
SUPERINTENDENT, TELEGRAPHS.
SUB-DIVISIONAL OFFICER, PHONES .**

1226.50 Manager, Storage and Warehousing supervises, co-ordinates and controls within authority delegated, public or private organisation or establishment or one or more of its departments, branches or sections engaged in providing storage and warehouse facilities to parties concerned and render such other additional facilities as may be laid down or agreed to in business terms and conditions. May specialise in handling any particular type of item or commodity or sectional management and be designated accordingly.

1226.52 Goods Supervisor, Railway supervises receipt, storage, despatch and delivery of goods, parcels, freights, etc. by rail. Regulates booking of materials for

despatch according to availability of wagons and ensures their easy flow as per priority lists. Inspects goods booked for proper packing and checks contents with sender's declaration. Checks adequacy of storage facilities for goods received. Directs loading of goods in wagons as instructed by Traffic Controller on basis of availability of clearance at other stations. Allots platforms for loading and unloading of goods to ensure speedy movement of wagons and minimise delays. Ensures compliance with necessary precautionary measures for loading and unloading explosives, inflammable, and like materials. Arranges for delivery of goods to consignee against authorisations. Examines complaints and reports cases of thefts, shortages, losses, etc. to higher authorities for investigation. May issue receipts for goods received and payments made. May conduct loading and unloading operations himself.

1226.54 Goods Supervisor, Road Transport supervises receipt, storage, despatch and delivery of goods, parcels, freights, etc. by road transport. Co-ordinates running of lorry services and assists in fixing up competent Drivers and Cleaners, taking into consideration nature of transportation required. Inspects goods to be transported, checks their packing, if necessary, and directs loading and unloading operations. Makes test checks of calculation of charges. Travels on line and makes surprise checks to ensure that contents of lorry tallies with way bill. Makes suitable arrangements for transportation of goods in cases of breakdowns and accidents. Suggests competitive revised freight rates, as and when required, for better profits and business. Ensures that goods are properly received, delivered to consignees and staff members behave properly. Investigates into complaints and recommends suitable remedial or disciplinary action. May make deliveries to consignees against authorisation. May calculate charges and issue receipts for payments made.

1226.60 Station Master, Railway co-ordinates work of all employees at railway station and supervises operation of all trains within his station limits. Notifies employees of changes in arrival and departure times of trains, boarding track numbers, and other

NATIONAL CLASSIFICATION OF OCCUPATIONS

changes affecting passengers for announcement over loud speakers and for posting on call board. Ascertains that shift workers and trains crews report as scheduled, and obtains replacements, if necessary. Supervises activities of passengers service personnel to ensure efficient and courteous service. Obtains clearance of line from next or junction station. Authorizes departure of passenger trains after transfer of mail and baggage is completed, delaying its departure, if necessary, for arrival of connecting train or on notification of train crew or Yardmaster. Authorizes repairs of station facilities or delegates their supervision. Investigates into causes of public complaints, minor accidents, etc. and takes remedial steps. Reports major mistakes, accidents, etc. to higher authorities, arranges transshipment of stranded passengers, and assists in providing first aid, medical, food and other services. Supervises performance of clerical and station staff, maintains prescribed records, registers, account, stock position, etc. and submits reports and returns as scheduled. May perform clerical tasks, sell tickets, etc. in small station.

1226.62 Platform Inspector, Railway controls platform staff and ensures cleanliness and general appearance of platform and attached rooms at Railway Station. Supervises work of Porters to ensure that passengers are not overcharged or harassed by them. Allots duties to station service staff, checks cleanliness of platforms, waiting rooms, tea stalls, refreshment rooms etc. and ensures that they are clean and proper hygienic standard is maintained. Prevents entry of unlicensed Porters, Vendors etc., in platform. Inspects directional notices, posters and advertisements displayed on platform and gets defective and unauthorised ones removed. Attends to complaints, requests and inquiries from passengers and arranges services as provided under rules. Ensures safety of passengers in waiting rooms and takes necessary steps to prevent theft or any other illegal act within his jurisdiction. May intervene or settle platform disputes amongst passengers. May check overcrowding of passengers on platform and ensure their smooth flow by locating passages and

incoming and outgoing gates at convenient places, in consultation with Station Master

1226.64 Rates Inspector, Railway scrutinises cases and submits proposals in connection with reduction or enhancement of rates or fares. Examines existing rates of storing, handling and transporting goods, parcels and luggages and passengers fares for different class of travel by railways and calculates item-wise net costs to determine profit or loss incurred by government. Studies proposals and public demands for quick and safe transport and travel amenities and determines feasibility of introducing them within available resources. Computes data and suggests proposal to Commercial Manager or appropriate authority to increase or reduce rates and fares, ensuring profit and improved service. May suggest measures to prevent malpractices, theft and loss of booked articles to minimise payment of compensation to public. May suggest introduction or extension of railway service to productive areas to earn freight.

1226.65 Depot Starter, Tram supervises work relating to allocation of operational staff and starting of trams from depots according to timetable. Obtains vehicle numbers from engineering department for morning and evening turn out and prepares allocation statement showing route, route symbol and vehicles assigned. Maintains daily duty rotation board, weekly offs, leave and absentee statements of Tram Conductors and Drivers, arranges substitutes for absentees and forwards attendance statement to Time Keeper. Assigns Drivers and Conductors for duty to appropriate vehicles according to requirements of each vehicle. Announces crew and vehicle numbers as per stabling plan and ensures that vehicles turn out from depot at scheduled time and display appropriate route, route symbol and destination boards. Rearranges services during peak hours and periods of traffic congestion under instruction from higher authorities. Submits reports of vehicles turned out, routes covered, etc. Takes charge of lost items handed over by Conductors, Drivers or passengers and forwards them to lost property office at headquarters. May take special measures during disturbances or abnormal conditions.

NATIONAL CLASSIFICATION OF OCCUPATIONS

1226.67 Section Controller, Railway controls movement of rail traffic within his section, arranges crossing of trains, efficient utilization of wagons and formation of goods trains at junction stations. Controls movement of rail traffic within his territorial jurisdiction by constant telephonic contact with stations and on basis of information received regarding movement of trains and rolling stock at different stations. Coordinates crossing of trains within his section with adjoining divisions and railways, according to time-table. Obtains full utilisation of wagons by adjusting supply and demand of wagons at different stations and controlling formation of trains at marshalling yard accordingly. Re-schedules rolling stock, transshipment, etc. in case of accidents and breakdowns. Maintains charts of running trains and ensures receipt and submission of prescribed reports and returns. May recommend changes in time table in accordance with public request and requirement.

1226.69 Accident Officer, Tram conducts inquiries of tram accidents and submits detailed report for further action. Visits site of accident to assess loss of human life and or damage to property, if any. Notes down names and addresses or identification marks of dead persons, contacts injured and provides medical aid to them. Informs nearest kith and kin of persons involved in accident. Notes names of passengers and other persons present at place of accident and record their statements. Examines tram-line and other accessories to determine causes of accident such as sabotage, negligence of operation staff, etc. Submits detailed report to superiors. Investigates into complaints of passengers or other untoward incidents leading to accident. May attend court proceedings for claims made, if any. May assist police in investigation of causes of accident or assessment of damage or in launching criminal cases against saboteurs, hooligans, etc.

1226.70 Contract Officer, Telephone scrutinises requests for telephones, executes contracts, prepares estimates and arranges stores, etc. for installing new telephone connections and supervises installation, removal and servicing of subscribers' apparatus. Scrutinises requests from

intending subscribers for installing new telephone connections, extensions and other telecommunication facilities and decides them. Prepares estimates of material for installation, removal and servicing of telephone apparatus. Organises required personnel and supervises installation, removal and servicing of subscribers' apparatus. May make operating tests on circuits and relays to ensure proper functioning. May specialise only in one phase of work such as installation or maintenance.

1226.80 Post Master controls and coordinates work of all employees under him in post-office to ensure efficient service to public in accordance with rules and regulations prescribed. Allocates and assigns responsibilities of subordinate personnel in his office. Maintains counters to facilitate service provided to public. Displays relevant postal rules and regulations and publicizes sales of special and commemorative stamp issues, Government bonds, etc. Controls sale of postage envelopes, stamps and other postal stationery and checks timely collection and delivery of letters, money orders, etc. within area prescribed. Checks cash book amounts, Saving Bank accounts and other prescribed records. Renders accounts to audit office relating to his office and sub-offices. Disburses pay and allowance to all categories of staff working under him in post office or branch offices. May supervise functions of telegraph office, if attached to post office. May keep cash and valuables in joint custody with Treasurer.

1226.84 Telegraph Master controls, coordinates and supervises work of Telegraphist, allocates duties and maintains duty roster. Checks workload of Telegraphist in instrument room of telegraph offices and traffics of telegrams in sections of each circuit. Sorts telegrams according to class, category, language, etc. such as express, ordinary, state, inland or cables, Hindi or English and arranges clearance of traffic. Supervises proper coordination in working of section, and removal of traffic at each stage. Ensures expeditious transmission or delivery of priority and important messages or telegrams. Allocates duties to staff and arranges for substitutes.

NATIONAL CLASSIFICATION OF OCCUPATIONS

Signs money-order advices (Telegraphic), and reply-paid telegram. Reports defects in communication system e.g. lines and high speed machines to Testing Telegraphists and Teleprinter Mechanic. May test teleprinter circuit and line faults. May work as Telegraphist, if required.

1226.85 Supervisor, Telegraph supervises work of Testing Telegraphist, checks defect in telegraph lines and instruments, removes faults and guides routing of messages. Tests telegraph lines and instruments for proper connections, pressure of power on different circuits, resistance of lines to detect and localise faults, and checks proper voltage for outgoing and incoming lines. Guides maintenance staff in removal of faults on instruments. Decides on routing of messages on alternative channels to reduce delays during breakdown of allotted channels. May look after maintenance work of telephone equipment in small telephone exchanges and servicing of subscribers apparatus. May impart training in Morse, signaling and Teleprinter working to new recruits.

1226.90 Production and Operation Department Managers in Transport, Storage and Communication, Other include managers engaged in Transport, Storage and Communication, not elsewhere classified.

1227 PRODUCTION AND OPERATION DEPARTMENT MANAGERS IN BUSINESS SERVICES

Production and Operation Department managers in business services plan, direct and coordinate those activities of the enterprise, which are concerned with providing external business services, under the broad guidance of directors and chief executives and in consultation with managers of other department or sections.

1227.10 Manager, Bank organises, controls and supervises, within authority delegated, activities of private or public bank or one or more of its departments or branches. Is designated according to authority delegated or work performed such as:
GENERAL MANAGER (BANK).
MANAGER, LOANS DEPARTMENT (BANK).

MANAGER, FOREIGN EXCHANGE DEPARTMENT (BANK).
MANAGER, BANKING DEPARTMENT (BANK).
CURRENCY OFFICER (BANK).
CHIEF OFFICER, CREDIT (BANK).
DISTRICT MANAGER (BANK).
BRANCH MANAGER (BANK).

1227.20 Manager, Insurance organises, controls and supervises, within authority delegated, activities of private or public organisation or one or more of its departments or branches, engaged in life, fire, accident, marine and other general insurance business. Is designated according to work performed or authority exercised such as:

ZONAL MANAGER (INSURANCE)
DIVISIONAL MANAGER (INSURANCE).
REGIONAL MANAGER (INSURANCE)
AREA MANAGER (INSURANCE)
BRANCH MANAGER (INSURANCE)
BRANCH SECRETARY (INSURANCE)
MANAGER, LIFE DEPARTMENT (INSURANCE)

1227.30 Manager, Import and Export coordinates activities of international traffic division of import-export agency and negotiates settlements between foreign and domestic shippers: Plans and directs flow of air and surface traffic moving to overseas destinations. Supervises workers engaged in receiving and shipping freight, documentation, waybilling, assessing charges, and collecting fees for shipments. Negotiates with domestic customers, as intermediary for foreign customers, to resolve problems and arrive at mutual agreements. Negotiates with foreign shipping interests to contract for reciprocal freight-handling agreements. May examine invoices and shipping manifests for conformity to tariff and customs regulations. May contact customs officials to effect release of incoming freight and resolve customs delays. May prepare reports of transactions to facilitate billing of shippers and foreign carriers.

1227.90 Production and Operation Department Managers in Business Services, Other include managers engaged

NATIONAL CLASSIFICATION OF OCCUPATIONS

in business services, not elsewhere classified.

1228 PRODUCTION AND OPERATION DEPARTMENT MANAGERS IN PERSONAL CARE, CLEANING AND RELATED SERVICES

Production and Operation Department managers in personal care, cleaning and related services plan, direct and coordinate those activities of the enterprise, which are concerned with providing relevant services, under the broad guidance of directors and chief executives and in consultation with managers of other departments or sections.

1228.10 Manager, Health Club supervises and coordinates activities of workers engaged in planning, selling, and instructing fitness plans for clients of health club: Assigns and adjusts work schedules to meet customer demand. Interviews, hires, and trains new employees. Observes workers in performance of duties and gives remedial training to correct worker deficiencies and ensure courteous service to patrons. Plans and sells figure-controlling programmes to prospective patrons. Assists subordinates in interviewing, measuring, and evaluating patrons' physical condition to determine appropriate fitness programme. Prepares contract forms, obtains signatures, collects deposits, and issues membership cards to patrons accepting plans. Demonstrates operation and explains purpose of equipment, such as treadmill exerciser and stationary bicycle, and instructs patrons in their use. Monitors patron's exercise programme to ensure adherence to specified techniques.

1228.90 Production and Operation Department Managers in Personal Care, Cleaning and Related Services, Other include managers engaged in personal care, cleaning and related services, not elsewhere classified.

1229 PRODUCTION AND OPERATION DEPARTMENT MANAGERS, n.e.c

Occupations classified in this family are which involve planning, directing and coordinating activities of the enterprise or

organisation concerning government, administrative and other operations, public or private education services, health and social work services, recreational, cultural, and sporting events and services, and operations of extra-territorial organisations and bodies.

1229.10 Manager Recreation and Entertainment controls, co-ordinates and supervises, within authority delegated, efficient and economic utilisation of men, money and material in public and private organization, establishment etc., or one or more of its branches or departments, engaged in producing, distributing and exhibiting motion pictures; producing and presenting stage and circus shows; organizing and presenting radio and television broadcasts; operating carnivals and amusement parks; organizing games, hunting, fishing, excursions, competitions, etc., and providing other entertainment and recreation services. Included are:

MANAGER, CINEMA.

MANAGER, STUDIO.

MANAGER, THEATRE.

MANAGER, STAGE.

MANAGER, CIRCUS.

MANAGER, VARIETY SHOW.

MANAGER AMUSEMENT PARK.

MANAGER, MAGIC SHOW.

MANAGER, TOURNAMENT.

MANAGER, STADIUM.

MANAGER, CLUB.

MANAGER, SWIMMING POOL.

MANAGER, DANCE HALL.

MANAGER, ORCHESTRA.

MANAGER, EXHIBITION.

MANAGER, CARNIVAL.

MANAGER, RACE COURSE.

MANAGER, GYMNASIUM.

1229.20 Head Master directs and coordinates educational, administrative, and counselling activities of primary or secondary school: Develops and evaluates educational programme to ensure conformance to state and school board standards. Develops and coordinates educational programmes through meetings with staff, review of teachers' activities, and issuance of directives. Confers with teachers, students, and parents concerning educational and behavioural problems in school.

NATIONAL CLASSIFICATION OF OCCUPATIONS

Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services. Requisitions and allocates supplies, equipment, and instructional material as needed. Directs preparation of class schedules, cumulative records, and attendance reports. Observes and evaluates teacher performance. Interviews and hires teachers. Walks about school building and property to monitor safety and security. Plans and monitors school budget. May plan and direct building maintenance. May develop and administer educational programmes for students with mental or physical handicaps.

1229.30 Producer, Stage produces dramatic performances based on social, historical and mythological themes, for public entertainment. Studies script, consults **Stage Director** regarding selection of Actor and Actress and suitable costumes for proper stage performance. Visits various places and arranges for stage performances. Arranges rehearsals. May also function as **Stage Director**. May also act in absence of any Actor.

1229.40 Producer, Film; Motion Picture Producer: produces motion picture films of selected nature for public entertainment. Studies script, consults **Film Director** and ensures proper settings of studio. Coordinates activities of **Film Director, Actors and Actresses, Cameraman, Music Director and Sound Recordist**, etc., for proper production of films. Maintains liaisons with **Film Distributors** for display of films in different picture houses. May also function as **Film Director**.

1229.50 Production Manager (Motion Picture) assists **Producer Film** in co-ordinating and controlling production of motion picture. Estimates time required and prepares time schedule for each stage of production of motion picture i.e from story and script to shooting and printing of final copy of film in relation to manpower, equipment, facilities for shooting and processing of films, available. Arranges for advance hiring of studios and processing laboratories, if independent facilities not available. Conducts location surveys for out-door shooting. Ensures supply of costumes,

draperies, decorations etc., required for sets at appropriate time, from own stock or hiring from other sources. Makes travel arrangement for units for out-door shooting. Maintains constant liaison with Director Theatrical, Artists and others involved.

1229.90 Production and Operation Department Managers, Other include managers engaged in Controlling, co-ordinating and supervising, within authority delegated, efficient and economic utilisation of men, money and material in public and private organisation, establishment etc., or one or more of its branches or departments, engaged in producing, distributing and exhibiting motion pictures; producing and presenting stage and circus shows; organizing and presenting radio and television broadcasts; operating carnivals and amusement parks; organising games, hunting, fishing, excursions, competitions, etc., and providing other entertainment and recreation services, not elsewhere classified.

123 OTHER DEPARTMENT MANAGERS

Other department managers of enterprises or organisations requiring a total of three or more managers, plan, direct and co-ordinate particular activities, under the broad guidance of the directors and chief executives, and in consultation with managers of other departments or sections.

1231 FINANCE AND ADMINISTRATION DEPARTMENT MANAGERS

Finance and administration department managers plan, direct and co-ordinate the internal administration or financial operations of the enterprise or organisation, under the broad guidance of the director and chief executives, and in consultation with managers of other departments or sections.

1231.10 Purser, Ship deals with correspondence and accounts relating to ship. Keeps charge of all accounts and pay of ship's personnel. Checks reports of clerks and pays of crew and maintains their pay rolls. Prepares portage bills and ship's

NATIONAL CLASSIFICATION OF OCCUPATIONS

articles (contracts). Collects mail and distributes to passengers, officers and crew. May supervise stowing or removal of luggage from holds in conjunction with Chief Officer, Ship or officer on watch. May collect valuables of passengers for safe custody in passenger ships. May arrange parties and other entertainment for passengers and generally acts as host.

1231.90 Finance and Administration Department Managers, Other include managers engaged in finance and administration and related services, not elsewhere classified.

1232 PERSONNEL AND INDUSTRIAL RELATION MANAGERS

Personnel and Industrial Relation department managers plan, direct and co-ordinate policies concerning personnel and industrial relations activities of the enterprise or organisation, under the broad guidance of the director and chief executives, and in consultation with managers of other departments or sections.

1232.10 Personnel Manager; Personnel Officer; Industrial Relation Officer formulates and executes policies relating to recruitment, training, review of terms and conditions of employment of personnel, implementation of statutory and other welfare schemes and effective utilization and discharge of personnel employed in any undertaking. Advises and assists in development of managerial power, prescribes recruitment methods, organises training schemes, supervises administration of welfare programmes, distributes personnel for their effective utilization in organisation and resolves problems of remuneration, discipline and industrial disputes in accordance with established laws. Investigates in to specific problems of indiscipline and inefficiency to evolve and suggest ameliorative measures to management. Establishes channels of consultation between labour and employers to minimize misunderstanding, promote cordial relations and consults with labour representatives on behalf of employers to remove causes of petty grievances. May specialise in particular function, such as

employment and placement, training, welfare, or industrial relations and be designated accordingly.

1232.90 Personnel and Industrial Relation Managers, Other include managers engaged in personnel and industrial relations and related services, not elsewhere classified.

1233 SALES AND MARKETING MANAGERS

Sales and Marketing department managers plan, direct and co-ordinate the sales and marketing activities of the enterprise or organisation, under the broad guidance of the director and chief executives, and in consultation with managers of other departments or sections.

1233.10 Sales Manager (Wholesale Trade) organises and manages wholesale trade organisation, or one or more if its branches or departments, engaged in buying goods and selling them for profits to retailers or industrial and commercial consumers. Is designated according to work performed or level of responsibility such as:

1233.20 Sales Manager (Retail Trade) organises and manages retail trade organisation, or one or more of its branches or departments, engaged in buying goods and merchandise and selling them for profit to customers. Is designated according to work performed or level of responsibility such as:

1233.90 Sales and Marketing Managers, Other include managers engaged in sales and marketing and related services, not elsewhere classified.

1234 ADVERTISING AND PUBLIC RELATIONS DEPARTMENT MANAGERS

Advertising and Public Relations department managers plan, direct and co-ordinate the advertising, public relations and public information activities of the enterprise or organisation, under the broad guidance of the director and chief executives, and in

NATIONAL CLASSIFICATION OF OCCUPATIONS

consultation with managers of other departments or sections.

1234.10 Manager, Advertising and Promotion plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis. Confer with clients to provide marketing or technical advice. Confer with department heads and/or staff to discuss topics such as contracts, selection of advertising media, or product to be advertised. Coordinate activities of departments, such as sales, graphic arts, media, finance, and research. Coordinate with the media to disseminate advertising. Formulate plans to extend business with established accounts and to transact business as agent for advertising accounts. Gather and organize information to plan advertising campaigns. Identify and develop contacts for promotional campaigns and industry programs that meet identified buyer targets such as dealers, distributors, or consumers. Inspect layouts and advertising copy and edit scripts, audio and video tapes, and other promotional material for adherence to specifications. Monitor and analyze sales promotion results to determine cost effectiveness of promotion campaigns. Plan and execute advertising policies and strategies for organizations.

1234.20 Manager, Fashion promotes new fashions and coordinates promotional activities, such as fashion shows, to induce consumer acceptance: Studies fashion and trade journals, travels to garment centers, attends fashion shows, and visits manufacturers and merchandise markets to obtain information on fashion trends. Consults with buying personnel to gain advice regarding type of fashions. Advises publicity and display departments of merchandise to be publicized. Selects garments and accessories to be shown at fashion shows. Provides information on current fashions, style trends, and use of accessories. May contract with models, musicians, caterers, and other personnel to manage staging of shows. May conduct teenage fashion shows and direct activities of store-sponsored club for teenage girls.

1234.90 Advertising and Public Relations Department Managers, Other include managers engaged in advertising and public relations and related services, not elsewhere classified.

1235 SUPPLY AND DISTRIBUTION DEPARTMENT MANAGERS

Supply and Distribution department managers plan, direct and co-ordinate the supply and distribution activities of the enterprise or organisation, under the broad guidance of the director and chief executives, and in consultation with managers of other departments or sections.

1235.10 Manager, Material Control directs and coordinates activities of personnel engaged in purchasing and distributing raw materials, equipment, machinery, and supplies in industrial plant, public utility, or other organization: Prepares instructions regarding purchasing systems and procedures. Prepares and issues purchase orders and submit notices to **Purchasing Agents**. Analyses market and delivery conditions to determine present and future material availability and prepares market analysis reports. Reviews purchase order claims and contracts for conformance to company policy. Develops and installs clerical and office procedures and practices, and studies work flow, sequence of operations, and office arrangement to determine expediency of installing new or improved office machines. Arranges for disposal of surplus materials.

1235.90 Supply and Distribution Department Managers, Other include managers engaged in supply and distribution and related services, not elsewhere classified.

1236 COMPUTING SERVICES DEPARTMENT MANAGERS

Computing service department managers plan, direct and co-ordinate the computing services of the enterprise or organisation, under the broad guidance of the director and chief executives, and in consultation with managers of other departments or sections.

NATIONAL CLASSIFICATION OF OCCUPATIONS

1237 RESEARCH AND DEVELOPMENT DEPARTMENT MANAGERS

Research and Development department managers plan, direct and co-ordinate the research and development activities of the enterprise or organisation, under the broad guidance of the director and chief executives, and in consultation with managers of other departments or sections.

1239 OTHER DEPARTMENT MANAGERS, n.e.c

This family covers department managers not else where classified in-group 123, other department managers.

1239.10 Manager, Automotive Services directs and coordinates activities concerned with acquisition of automotive equipment and operation and maintenance of automotive fleet repair and storage facilities for public utility, transportation, commercial, or industrial company: Coordinates activities of staff personnel conducting research and testing programme on automotive equipment considered for acquisition for such factors as operational performance, operational and maintenance costs, safety of operation, and compliance with environmental laws and regulations. Reviews and submits staff proposals for modifications to vendor or manufacturer. Directs procurement of all types of company-owned-and-operated automotive equipment, and materials, supplies, and parts required to maintain automotive equipment, garages, and storage facilities. Coordinates automotive repair and maintenance services to obtain maximum utilisation of automotive equipment and prevent operational delays in other departments.

1239.20 Manager, Automotive Service Station manages automobile service station: Plans, develops, and implements policies for operating station, such as hours of operation, workers required and duties, scope of operations, and prices for products and services. Hires and trains workers, prepares work schedules, and assigns workers to specific duties, such as customer service, automobile maintenance, or repair work. Directs, coordinates, and participates in

performing customer service activities, such as pumping petroleum fuel, checking engine oil, tires, battery, and washing windows and windshield. Notifies customer when oil is dirty or low, tires are worn, hoses or fanbelts are defective, or evidence indicates battery defects, to promote sale of products and services, such as oil change and lubrication, tires, battery, or other automotive accessories. Reconciles cash with petrol pump meter readings, sales slips, and credit card charges. Orders, receives, and inventories petroleum fuel, oil, automotive accessories and parts. May perform automotive maintenance and repair work, such as adjusting or relining brakes, motor tune-ups, valve grinding, and changing and repairing tires.

1239.90 Managers, Other Services include department managers not else where classified.

13 GENERAL MANAGERS

Head various small business undertakings which they manage on their own behalf, or on behalf of the proprietors, with the assistance of no more than one other manager and some non- managerial help.

130 GENERAL MANAGERS

Head various small business undertakings which they manage on their own behalf, or on behalf of the proprietors, with the assistance of no more than one other manager and some non- managerial help.

1301 GENERAL MANAGERS IN AGRICULTURE, HUNTING, FORESTRY AND FISHING

General Managers, in agriculture, hunting, forestry and fishing head small agricultural farms or hunting, forestry or fishing business on their own behalf, or on behalf of the proprietors, plan, direct and co-ordinate the activities of the business, with the assistance of no more than one other manager and some non- managerial help.

1301.10 General Manager, Agricultural Farm plans, organises and controls, coordinates operations and staff employed in

NATIONAL CLASSIFICATION OF OCCUPATIONS

growing agricultural produce on small-scale farm on behalf of Government or other employers. Determines crops to be grown after examining soil, irrigational facilities, climatic conditions and scope for marketing. Selects, purchases and stores seeds, fertilisers and agricultural implements. Organises ploughing, manuring, sowing and watering. Devises ways and means to irrigate cultivation from well, tank, reservoir or other source of water supply. Supervises operations of manure preparation, weeding, spraying insecticides and other measures protecting crops from wild animals, harvesting, threshing winnowing, bagging, storing etc. Finds out market for cultivated products and arranges transport. Recruits staff and allocate work to them. Supervises and co-ordinates work of field and office staff. Keeps equipment, building, etc., in order. Maintains muster roll of labour and looks after office correspondence and keeps production and cost accounts. Pays various taxes and dues and fulfills other obligations. May specialise in growing certain types of crops. May conduct research and organise field demonstrations. May arrange preservation of crop.

1301.20 General Manager, Plantation manages plantation on behalf of employer. Examines soil, climatic conditions, scope for marketing, etc. to determine type of crop such as tea, coffee, rubber etc. to be grown. Selects, purchases and stores seeds, fertilisers, agricultural implements, etc. as required. Organises operation of ploughing, manuring, planting etc. Supervises operations of manure preparation, weeding, spraying insecticides and other measures to protect crops from wild animals and plant diseases. Organises and supervises processes like tapping, threshing, plucking, withering, rolling, shifting, drying, cutting, sorting and storing of harvested produces. Undertakes publicity measures to publicise and to find out market for products and arranges for their transport. Organises and supervises construction of buildings, quarters, roads, tanks, installation of electric and telephone lines, etc. Supervises and co-ordinates work of field and office staff. Recruits staff and teaches them modern methods of plantation and allocates work. Keeps equipment, fences, building, etc. in order. Maintains muster roll of labour and

looks after office correspondence. Looks after welfare of labour and ensures that provisions of Plantation Act, Labour Act, etc. are observed. Ensures proper payment to labour. Pays various taxes to Government and fulfils other obligations, if any. Maintains production and cost statements and submits periodical reports to proprietor. May specialise in growing particular type of plantation such as rubber, tea, coffee, etc. May conduct research and organise demonstration. May arrange preservation of produce. May partially process produce prior to marketing.

1301.30 General Manager, Horticulture organises and supervises planting, maintenance and growth of fruit plants and arranges for marketing of produce. Determines types of fruits or nuts to be grown depending on nature of soil and climate, irrigation and market facilities. Selects and purchases plants, fertilisers and agricultural implements. Organises operations of ploughing, manuring, sowing or planting and watering. Devises ways and means to supply regular flow of water for irrigation. Supervises agricultural operations such as weeding, spraying insecticides, manuring and harvesting. Selects best market for produce and arranges its transport. Supervises and controls field and office staff. Trains field workers in latest methods of grafting and planting of trees. Attends to office correspondence and keeps cost and production account. Keeps equipment and building, etc. in good order. Pays various taxes and dues and fulfils other obligations. May specialise in growing particular types of fruits. May conduct research and organise field demonstration. May arrange preservation of fruits by canning or in cold storage. May develop variety of fruit trees by grafting and budding.

1301.40 General Manager, Livestock Farm manages livestock farm on behalf of employer for breeding and raising different kinds of livestock. Arranges equipment and supplies for housing and feeding animals in consultation with employer. Selects and buys animals. Supervises preparation of feed, grazing arrangements and proper medical aid to keep animals in good health. Looks after pairing of animals on basis of pedigree for breeding. Supervises artificial

NATIONAL CLASSIFICATION OF OCCUPATIONS

insemination for developing good breed. Takes care of animals during birth of young and upbringing of young stock. Selects and sells animals for breeding and fieldwork. Disposes off unproductive and unprofitable animals to avoid wastage. Watches expenditure and receipts to ensure economic running of farm. Controls office and field staff and co-ordinates work. Maintains accounts and records details of feed consumed, milk and other items produced, purchase and sale of animals and other accounts relating to live-stock farm. May raise and exhibit show of animals. May supervise cultivation and raising of feed for animals. May specialise in any particular branch of livestock farming. May supervise work of Stockman.

1301.50 General Manager, Dairy Farm

manages dairy farm on behalf of employer for production of milk, butter, ghee, etc. Supervises selection and purchase of animals, in consultation with employer. Makes proper arrangements for housing, feeding and treatment of milch animals. Pairs animals for breeding on basis of pedigree. Arranges artificial insemination for developing good breed. Takes proper care of animals during birth of young and takes necessary precautions during upbringing of young animals. Ensures that hygienic methods are observed in cleaning udder of animals, washing of hands of Milkman, milk containers, etc. before milking. Supervises milking, preparation of butter, ghee, etc. and arranges their transportation and marketing. Selects and sells unprofitable animals. Controls office and field staff and co-ordinates their work.

1301.60 General Manager, Poultry

manages poultry farm on behalf of employer to raise poultry for eggs and table use and arranges sale of produce. Determines varieties of poultry to be raised in consultation with employer. Purchases feed, eggs, chicken, incubators and other equipment required for poultry farm. Supervises arrangements for feeding, breeding, hatching and construction of foster-mother, pan, and brooder houses for housing newly born small chickens and adult birds. Makes provision for proper sanitation and medical facilities and gets them vaccinated at proper ages. Adopts labour

saving devices, co-ordinates work of various sections and controls office staff. Implements plan carefully to achieve fixed target of production and yield profit. Takes preventive measures against diseases of birds. Isolates and treats or disposes off ailing birds and takes measures against spread of epidemics. Determines selling price for eggs of different grades and stock of different ages and pedigree. Keeps breeding record. Studies improved methods in poultry development. Arranges preservation of eggs during summer and disposal of poultry bye-products. Undertakes measures to publicise products. Pays taxes and prepares profit and loss statements. Maintains all accounts and correspondence relating to farm. May raise selected poultry and sell quality eggs for hatching. May arrange demonstration of various kinds of hatchery plants to develop hatching of eggs. May raise and exhibit show of stock.

1301.90 General Managers in Agriculture, Hunting, Forestry and Fishing, Other

includes all those general managers not else where classified.

1302 GENERAL MANAGERS IN MANUFACTURING

General Managers in Manufacturing head small manufacturing business on their own behalf, or on behalf of the proprietor, plan, direct and co-ordinate the activities of the business, with the assistance of no more than one other manager and some non-managerial help.

1302.10 General Manager, Mine controls and supervises operations in mine or one or more sections of mine for extraction of minerals such as coal, ore, mica, etc., observing statutory regulations and in accordance with policy and direction of management. Ensures satisfactory production and safety of men and material. Is designated according to powers exercised, work performed or material extracted.

1302.20 General Manager, Quarry

controls and supervises, within authority delegated, operations in public or private quarry for extraction of stone, slate, clay,

NATIONAL CLASSIFICATION OF OCCUPATIONS

sand, etc. observing statutory regulations and following policy and direction of higher authorities. Ensures satisfactory production and safety of men and material. Is designated according to powers exercised or mineral extracted.

1302.30 General Manager, Well Drilling controls and supervises within authority delegated, activities of public or private organisation engaged in drilling and sinking of wells and operating wells for extraction of mineral oil, natural gas, etc. Is designated according to work performed or authority delegated such as:

**GENERAL MANAGER, OIL WELL.
GENERAL MANAGER, GAS WELL.**

1302.40 General Manager, Electricity co-ordinates and supervises, within authority delegated efficient utilization of men, money and material in public or private organization or establishment, or one or more of its departments, branches, etc., engaged in generation, transmission and distribution of electricity to domestic and industrial consumers.

1302.50 General Manager, Gas co-ordinates and controls, within authority delegated, efficient utilization of men, money and material in public or private organization or establishment, or one or more of its departments, sections or branches, engaged in manufacture of gas and distribution of manufactured or natural gas to consumers, and production and supply of steam for heat, power, etc.

1302.60 General Manager, Water Supply co-ordinates and supervises within powers delegated, efficient utilization of men, money and material in public or private organization, or one or more of its departments or branches, engaged in storing, filtering and purifying water and supplying water to consumers.

1302.70 General Manager, Manufacturing Organises, co-ordinates and supervises, within powers delegated, efficient utilisation of men, money and material in public or private organization or establishment, or one or more of its departments or branches, engaged in producing, maintaining or repairing capital or consumer goods,

excluding crops, minerals electricity and natural gas. Is designated according to work performed or powers exercised such as:

1302.90 General Managers in Manufacturing, Other include all other General Managers engaged in manufacturing and other related activities, not elsewhere classified.

1303 GENERAL MANAGERS IN CONSTRUCTION

General Managers in Construction head small businesses on their own behalf, or on behalf of the proprietor, plan, direct and co-ordinate the activities of the business, with the assistance of no more than one other manager and some non- managerial help.

1303.10 General Manager in Construction co-ordinates and supervises, within powers delegated, activities of public or private organization or one or more of its departments or branches engaged in construction maintenance and repairs of buildings, roads, railway tracks, aerodromes, bridges, canals, dams , etc. Is designated according to work performed or powers delegated such as:

1303.90 General Managers in Construction, Other include all other General Managers engaged in construction, and other related activities, not elsewhere classified.

1304 GENERAL MANAGERS IN WHOLESALE AND RETAIL TRADE

General Managers in wholesale and retail trade head small wholesale and retail businesses on their own behalf, or on behalf of the proprietor, plan, direct and co-ordinate the activities of the business, with the assistance of no more than one other manager and some non- managerial help.

1304.10 General Manager, Wholesale Trade organises and manages wholesale trade organisation, or one or more if its branches or departments, engaged in buying goods and selling them for profits to retailers or industrial and commercial consumers. Is

NATIONAL CLASSIFICATION OF OCCUPATIONS

designated according to work performed or level of responsibility such as:

1304.20 General Manager, Retail Trade organises and manages retail trade organisation, or one or more of its branches or departments, engaged in buying goods and merchandise and selling them for profit to customers. Is designated according to work performed or level of responsibility such as:

1304.90 General Managers in Wholesale and Retail Trade, Other include all other General Managers engaged in wholesale retail trades and other related activities, not elsewhere classified.

1305 GENERAL MANAGERS OF RESTAURANTS & HOTELS

General Managers of restaurants & hotels head small restaurants & hotels businesses on their own behalf, or on behalf of the proprietor, plan, direct and co-ordinate the activities of the business, with the assistance of no more than one other manager and some non- managerial help.

1305.10 General Manager, Lodging and Catering Services organises and supervises, within authority delegated, efficient utilization of men, money and material in public or private organization or establishment, or one or more of its departments or branches, engaged in preparing and serving food, drinks and beverages and providing lodging and camping facilities to public. Included are :

**GENERAL MANAGER, HOTEL.
MANAGER, RESTAURANT.
MANAGER, CAFÉ.
MANAGER, TEA HOUSE.
MANAGER, COFFEE HOUSE.
MANAGER, BAR.
MANAGER, REST HOUSE.**

1305.90 General Managers, Restaurants & Hotels, other include all other General Managers engaged in restaurant, hotel and other related activities, not elsewhere classified.

1306 GENERAL MANAGERS IN TRANSPORT, STORAGE AND COMMUNICATIONS

General Managers in transport, storage and communications head small transport, storage and communications businesses on their own behalf, or on behalf of the proprietor, plan, direct and co-ordinate the activities of the business, with the assistance of no more than one other manager and some non- managerial help.

1306.10 General Manager, Transport supervises, co-ordinates and controls, within authority delegated, efficient utilization of men, money and material in public or private organization or establishment, or one or more of its departments, branches or sections, engaged in transporting passengers and freight by railways, tramways, buses, trucks, taxis, rickshaws, boats, launchers, ships, aircrafts and other means of transport, and operating services incidental to transport. Is designated according to work performed, authority exercised or transport service supervised such as:

1306.20 General Manager, Communication organises, co-ordinates and supervises within authority delegated, efficient utilisation of men, money and material in public or private organisation, or one or more of its branches or departments engaged in providing postal, telephone, telegraph, wireless and other communication services. Is designated according to work performed, authority exercised or communication service managed such as:

1306.30 General Manager, Storage and Warehousing supervises, co-ordinates and controls within authority delegated, public or private organisation or establishment or one or more of its departments, branches or sections engaged in providing storage and warehouse facilities to parties concerned and render such other additional facilities as may be laid down or agreed to in business terms and conditions. May specialise in handling any particular type of item or commodity or sectional management and be designated accordingly.

1306.90 General Managers in Transport, Storage and Communications, Other

NATIONAL CLASSIFICATION OF OCCUPATIONS

include all other General Managers engaged in Transport, Storage and Communications and other related activities, not elsewhere classified.

1307 GENERAL MANAGERS IN BUSINESS SERVICES

General Managers in business services head small firms providing various business services and, on their own behalf, or on behalf of the proprietor, plan, direct and co-ordinate the activities of the enterprise, with the assistance of no more than one other manager and some non- managerial help.

1307.10 General Manager, Bank organises, controls and supervises, within authority delegated, activities of private or public bank or one or more of its departments or branches. Is designated according to authority delegated or work performed such as:
AGENT (BANK)
SUB-AGENT (BANK)

1307.20 General Manager, Insurance organises, controls and supervises, within authority delegated, activities of private or public organization or one or more of its departments or branches, engaged in life, fire, accident, marine and other general insurance business. Is designated according to work performed or authority exercised such as:

1307.90 General Manager of Business Services, Other include all other General Managers engaged in business services activities, not elsewhere classified.

1308 GENERAL MANAGERS IN PERSONAL CARE, CLEANING AND RELATED SERVICES

General Managers in personal care, cleaning and related services head small businesses providing personal care, cleaning and related services and, on their own behalf, or on behalf of the proprietor, plan, direct and co-ordinate the activities of the business, with the assistance of no more than one other manager and some non- managerial help.

1309 GENERAL MANAGERS, n.e.c

This family covers general managers not elsewhere classified in Group 130, General Managers.

1309.10 General Manager, Recreation and Entertainment controls, co-ordinates and supervises, within authority delegated, efficient and economic utilisation of men, money and material in public and private organisation, establishment etc., or one or more of its branches or departments, engaged in producing, distributing and exhibiting motion pictures; producing and presenting stage and circus shows; organising and presenting radio and television broadcasts; operating carnivals and amusement parks; organising games, hunting, fishing, excursions, competitions, etc., and providing other entertainment and recreation services. Included are:
MANAGER, CINEMA.
MANAGER, STUDIO.
MANAGER, THEATRE.
MANAGER, STAGE.
MANAGER, CIRCUS.
MANAGER, VARIETY SHOW.
MANAGER, AMUSEMENT PARK.

NATIONAL CLASSIFICATION OF OCCUPATIONS

MANAGER, MAGIC SHOW.
MANAGER, TOURNAMENT.
MANAGER, STADIUM.
MANAGER, CLUB.
MANAGER, SWIMMING POOL.
MANAGER, DANCE HALL.
MANAGER, ORCHESTRA.
MANAGER, EXHIBITION.
MANAGER, CARNIVAL.
MANAGER, RACE COURSE.
MANAGER, GYMNASIUM.

1309.90 General Managers, Other include all other General Managers not covered in any of the families of Group 130.