

## National Seeds Corporation Ltd.

S.No.	Designation / Group	Duties / Responsibilities	Physical requirement	Identified categories and sub-categories from the list of PWBD category	Remarks
<b>Group "A"</b>					
1	Assistant Manager (Vigilance)	<ol style="list-style-type: none"> <li>1. Dealing with all complaints including references from Govt. agencies / PM Portal in respect of Senior Officers of the Corporation.</li> <li>2. Preparation of ODI list / Agreed list and correspondence with DAC/CBI or any other agency in this regard.</li> <li>3. All matters relating to Disciplinary Actions, drafting of charge sheets (minor/major). Memorandum, final orders etc in respect of all employees of Regional Office and senior officers at HO.</li> <li>4. Deal with cases relating to CBI, prosecution sanctions and other related correspondence.</li> <li>5. To examine investigation reports submitted by Vigilance Officers of ROs/Farms and to submit reports to the CVO.</li> <li>6. To conduct examination of works/contracts/purchase on CTE pattern and submit final reports to CVO/Competent Authority.</li> <li>7. Conduct surprise check/inspections at different intervals and to submit reports.</li> <li>8. Handling of all complaints on technical matters relating to Prod./Mktg./QC/MM etc.</li> </ol>	S.ST.C.RW.H	OL.BL.OAL.LV	
2	Assistant Manager (Official Language)	<ol style="list-style-type: none"> <li>1. Implementation of Official Language policy.</li> <li>2. Translation from English to Hindi &amp; Vice versa.</li> <li>3. Organizing Official language implementation Committee meetings, Hindi workshop &amp; submission of online quarterly progress report to Ministry.</li> <li>4. Inspection of Department/Subordinate offices for implementation of Rajbhasha.</li> <li>5. Dealing with Rajbhasha inspection team &amp; providing related reports &amp; returns to them.</li> </ol>	S.SE.C.RW	OA.OL.BL.LV	
3	Management Trainee (Human Resource)	<p>Work related to establishment, General Administration &amp; Welfare, Formulation and implementation of HR policies. Examination of Grievances &amp; representations, promotion of employees. Recruitment of Manpower. Examining RTI, CPGRAM application &amp; putting up reply. Implementation of statutory Acts, Rules &amp; Regulation &amp; PMS, preparation of memorandums, Chargesheet etc. Maintaining industrial relations.</p>	S.ST.W.SE.MF.C.RW	OA.OL.OAL.BL.LV.HH	

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4	Management Trainee (Finance & Accounts)	<ol style="list-style-type: none"> <li>1. Compilation of Accounts</li> <li>2. Inter unit reconciliation</li> <li>3. Books of Accounts maintenance</li> <li>4. Treasury Management</li> <li>5. Taxation Matters</li> <li>6. Budget Preparation</li> <li>7. Internal Audit Compilation.</li> </ol>	S.BN.SE.RW.C	BL.OA. OL.HH	
5	Management Trainee (Marketing)	The work in liaising with state Government officials like Agriculture Department & Horticulture Department and animal husbandry department etc. For the different scheme of State Governments related to sale of seed and also implementation of various Govt. of India Schemes like NFSM, Minikits, RKVY etc. He is also responsible for extensive visit to the different villages , demonstration organizing field day and also appointment of Dealers. So as to achieve the target of sales and also popularizing the Brand image of NSC Seeds . He is also supervising the work at different Marketing Centres and coordinating the Marketing activity of AO under ROs.	S.H.W.C.SE.RW.ST	OA.OL,HH.LV	
6	Management Trainee (Production)	Implementation of Seed production programmes at Farms as well as ROs/AOs which includes distribution of seed production programmes to the farmers, field inspection of a seed crops, procurement of seeds from Farmers processing and packing of seeds at processing plants at Farm / production centres. In case of farm activities the seed production programmes is implemented at the farms fields by way of regular monitoring of Agricultural operations in the Farm Fields right from sowing to harvesting of Crops almost daily field visit of Farms are essential for proper monitoring and implementation of Seed Crop at Farms co-ordination of field operation of a Block / Area Office. Arranging inputs for ERP Systems. Registration of seed crops with the seed certification agencies. Liaisoning with seed certification agency.	S.H.W.C.SE.RW.ST	OA.OL,HH.LV	

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7	Management Trainee (Horticulture)	<p>The Horticultural activities are mainly limited to the Farms, where a large size orchads of root crops and high-tech nurseries are established. In the orchads as well as nurseries, the operations activities are carried out daily for which regular visits is essential by the Technical persons. In addition to above the vegetable seed production programmes is implemented at the farms as well as AOs under ROs for implementation of the programmes the field visit and monitoring of operations of the seed production activities is done regularly. Registration of seed crops with the certification agencies. Liasioning with seed certification agency. Arranging inputs for ERP system.</p>	ST.W.BN.SE.MF.S.C. RW.KC	OA.OL.HH	
8	Management Trainee (Legal)	<ol style="list-style-type: none"> <li>1. To deal with, attend and monitor and guide on all the Legal matters of the Farms, Regional Offices and Head Office and to maintain all Legal Data on all digital systems including updation of Court cases and other Data on LIMBS portal, preparation &amp; submission of Periodical Reports and other legal information to various authorities as may be required from time to time.</li> <li>2. To act upon the proposals of the Units/Head Office on Legal matters; recommending on their proposals concerning Appointment of Advocates in particular cases &amp; engagement of Legal Advisor/retainer and suggestion on the appointment of senior Advocates, if required.</li> <li>3. To prepare draft Legal Notice; vet the various drafts of Legal Notice, replies thereof, drafting of Legal documents, plaint, criminal complaint, labour disputes references and replies viz Counter Claims reply affidavits and other incidental, consequential and ancillary applications.</li> <li>4. To monitor and guide on the Arbitration matters of the Farms, Regional Offices and Head Office.</li> <li>5. To attend the Arbitration and Court cases at Delhi, out of Delhi Courts and all the cases including Execution and appeal cases in various Courts, Commissions, Tribunals and other quasi-judicial authorities at Delhi/New Delhi.</li> <li>6. To attend Arbitration cases at Delhi/New Delhi and other places, if required, and the appeals against the Arbitration Award and other cases which may be pending or filed in various Courts Commissions, Tribunals and other quasi-judicial, Tribunals and Authorities at Delhi/New Delhi.</li> <li>7. To attend other works as may be assigned, advised, directed or may be arising out of any legal matter or allied subjects from time to time.</li> </ol>	S.ST.C.RW.H	OL.BL.OAL.LV	

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9	Management Trainee (Agri. Engineering)	<ol style="list-style-type: none"> <li>1. Arrange repair &amp; maintenance of Machineries including vehicles.</li> <li>2. Allocation of machinery in field according to requirement.</li> <li>3. Preparation of sowing and harvesting schedule of machinery.</li> <li>4. Purchase of machinery &amp; spare parts as per requirement.</li> <li>5. Preparation of inventory and its control.</li> <li>6. Preparation of condemnation proposal of machinery through auction.</li> <li>7. Arranging input of Engg. division in the ERP.</li> <li>8. Arrangement of processing of Raw produce and making proposal for assistance / grants.</li> <li>9. Hiring of machinery as per requirements.</li> </ol>	S.ST.BN.KC.SE.H.C.R W.MF	OA.OL	
10	Management Trainee (IT)	<ol style="list-style-type: none"> <li>1. Overall management of IT Cell.</li> <li>2. Management of different software solutions like ERP management, hosting services.</li> <li>3. Conducting IT related training.</li> <li>4. Procurement of IT related hardware as per Govt. procedures.</li> <li>5. Management of security services like firewall management, LAN, WAN management.</li> <li>6. Implementation of Govt. policy as per Govt. guidelines and website management.</li> <li>7. Condemnation of proposal for IT related items.</li> <li>8. e-Procurement solutions.</li> </ol>	S.ST.SE.C.W.BN	OA.OL.BL.HH.LV	
11	Management Trainee (Civil Engg.)	<ol style="list-style-type: none"> <li>1. Arrangement of construction of civil structure including residential and non-residential building.</li> <li>2. Arrangement of repair of residential and non-residential building.</li> <li>3. Scrutinizing the various proposals of construction &amp; repairs.</li> <li>4. Renting out of warehouse and other Civil structures on requirement and surplus if any.</li> <li>5. Preparation of proposals for construction of non-residential building for taking applicable grant, if any.</li> <li>6. Arranging input of Engg. Deptt. related to Civil division in ERP.</li> <li>7. Purchase of Civil construction material.</li> </ol>	S.ST.BN.W.SE.MF.C. RW	OL.OA.HH	
12	Management Trainee (Elect. Engg.)	<ol style="list-style-type: none"> <li>1. Arrange repair &amp; maintenance of overhead line, transformer &amp; electrical equipments.</li> <li>2. Purchase of equipments &amp; spare parts as per requirement.</li> <li>3. Preparation of inventory and its control.</li> <li>4. Timely servicing of the electrical machinery, electrical maintenance and to ensure its serviceability.</li> <li>5. Arranging input of Engg. division in the ERP.</li> </ol>	S.ST.BN.SE.W.MF.P P.L.KC.C.RW	OL.HH	

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13	Management Trainee (Asstt. Co. Secy)	<ol style="list-style-type: none"> <li>1. To take care of all the Company Law matters and attend all the issues relating thereto.</li> <li>2. To take care on all the matters relating to Corporate Governance under DPE Guidelines as well as Companies Act, 2013 and Listing Obligations and Disclosure Regulations, 2015 (LODR).</li> <li>3. To take up the compliance of all the obligations under LODR and ICDR (Issue of Capital and Disclosure Requirements) Regulation 2009 at the time of Shares of NSE are listed on the Stock Exchange.</li> <li>4. To take care about the various periodical Returns under Companies Act, 2013 and Rules thereunder and other applicable Laws.</li> <li>5. To attend other subordination works assigned by CS from time to time particularly Corporate Laws and other subjects which may be relating to the Company after the issue of Shares and enlargement of the size of the business of the Company.</li> <li>6. To appear before the concerned authorities in relation to the Company's works.</li> </ol>	S.BN.SE.RW.C	OA. OL.HH	
14	Management Trainee (Materials Management)	<ol style="list-style-type: none"> <li>1. To prepare in consultation with the users departments a correct estimate of the quantities to be purchased after assessing the stock position and present to AGM(MM) for putting up the requirement in the purchase committee.</li> <li>2. To develop plans for purchasing the materials timely and to prepare the NITs of the required material on the basis of the requirements and to invite the tenders after getting the approval as per the laid down guidelines.</li> <li>3. To estimate and establish and budgets for purchases and to put up the proposals for approval and conveying the same to the concerned units.</li> <li>4. To maintain proper records and to ensure proper filing before putting up the proposals for approval.</li> <li>5. Reviewing the requirement of the concerned divisions for the materials and present the requirement to the AGM (MM) before presenting the requirement at the purchase committee and propose the minutes &amp; NITs for approval.</li> <li>6. Ensuring more participation from the priority sector such as MSMEs etc. to follow the guidelines of the authorities and to keep himself up to date with various circulars and orders so that the purchase procedure can be followed accordingly.</li> <li>7. To monitor the supply and persuasion with suppliers for timely delivery of materials at destinations.</li> <li>8. To make persuasion for adding new and reputed manufacturers &amp; suppliers in tender for getting quality products at competitive prices as well as explore the market.</li> <li>9. Inspection of vendor's works/manufacturing facilities etc.</li> </ol>	MF,PP.L.KC.BN.S.ST .W.SE.H	OL.BL.OA.LV.HH	

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15	Management Trainee (Quality Control)	MT(QC) is suppose to see the matter related to quality aspects of seeds produced at ROs and Farms, random checking of a seed corps fields, seed godowns, seed processing plants, quality related complaints at field level as well as in seeds, correspondence with State Govt. on the legal issues related to the quality, periodical submission of returns to HO, evaluation of a field inspection reports received from AOs. Arranging inputs processing for ERP system.	SE.MF.C.RW	HH.OL	

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<b>Group "C"</b>					
1	Assistant (Legal) Gd. I	<ol style="list-style-type: none"> <li>1. To put up on files concerned the proposals of the Farms to higher ups.</li> <li>2. To make regular liaisoning with the Farm Officers/officials for taking update position and attending their proposals for helping them in connection with the Court Cases and other matters.</li> <li>3. To attend the Court cases and Arbitration matters when the Farm Officers are requiring Head Office assistance in certain critical issues.</li> <li>4. To attend the Court cases out of Station where the cause of action has arisen in respect of the Farm and the matter is of high value or crucial in nature.</li> <li>5. To complete formalities with all the judicial authorities in respect of any work to be got done with them in relation to the matters touching with the Farms.</li> <li>6. To maintain the case diaries and cases list for submission to the higher ups in respect of the cases scheduled in various authorities/ courts in the areas where the Farms are located or out of the vicinity of the Farms in technical and critical matters.</li> <li>7. To get prepared feedback information for supplying to the Ministry on Legal matters and to visit the Ministry and other Government authorities in relation to the Legal work of the Company.</li> <li>8. To weed out the records, if not needed after seeking the approval of the Competent Authority in accordance with the prescribed norms.</li> <li>9. To update the data of all the pending Court cases on LIMBS portal as well as on other Portals.</li> <li>10. To get the updation of Land details on Government Portal on Government Land Information System i.e. GLIS.</li> <li>11. To assist the Estate Officer at the Farm.</li> <li>12. Whenever directed by higher ups, to take steps for weeding out of Old/Unwanted records as per procedure.</li> <li>13. To attend other works as may be assigned by higher up.</li> </ol>	S.ST.W.SE.H.C	OA.OL.OAL.BL.LV	
2	Assistant (Vigilance) Gd. I	<ol style="list-style-type: none"> <li>1. To maintain records/files relating to complaint as well as disciplinary cases and other related documents of disciplinary wing.</li> <li>2. To maintain all records/files relating to on-going departmental inquires and to keep record of empanelled inquiry officers /presenting officers.</li> <li>3. To assist in organizing vigilance training programmes including vigilance awareness week and to maintain records of the same.</li> <li>4. To maintain all records/files relating to on-going investigations/examinations and to keep record of such reports.</li> <li>5. To maintain records /files relating to investigation /surprise check as well as inspections and other related documents of investigation wing.</li> <li>6. To assist vigilance officers of investigation wing in preparation of reports , typing work etc.</li> </ol>	S.ST.W.SE.H.C	OA.OL.OAL.BL.LV	

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3	Translator (OL) Gd. IV	1. Translation from English to Hindi & Vice versa. 2. Translation of Official documents like Annual reports, changes in manual, tender documents, circulars & office orders from English to Hindi. 3. Updation of website of NSC in Hindi. 4. Typing of translated scripts / documents.	S.SE.RW	OA.OL.OAL.BL.LV.HH	
4	Sr. Trainee (Human Resource)	Work related to establishment, General Administration & Welfare, Preparation of Reports & returns. Data preparation related to promotion & recruitment. Preparation of reservation roster & implementation. Examination of grievances, representation as per NSC rules. Tender preparation of HR Agency & Manpower providing agency. Note for engagement of consultants. Preparation of attendance for employees, consultants, outsourced staff. Initiation & follow up for completion of APAR / e-APAR.	S.ST.W.SE.RW.H.C	OL.OA.BL.OAL.LV.HH	
5	Sr. Trainee (Accounts)	1. Checking of Medical & TA/DA Claims 2. Preparation of Tax Returns 3. Assisting in Banking operations 4. Dealing with Auditors 5. Maintenance of Bank Book 6. Checking of Vouchers 7. Maintenance of EPF/Gratuity/Pension Books of Accounts.	S.ST.BN.MF.SE.RW. C	OA.OL.OAL.BL.HH	
6	Sr. Trainee (Marketing)	Extensive visits to the villages and Tallukas for the appointment of Dealers for sale of seeds. He is also responsible to find out the potentiality of sale of seeds in villages and districts so as to increase the percentage share of NSC seeds. He has to find out the popular varieties of competitors their schemes their Mktg. strategies. He is also to ensure the marketing activities through jeep campaign, distribution of leaflets and dealing with complaints of the farmers. He will also supervise the work of Trainee (Mktg.) working under Area Offices.	ST.W.L.BN.MF	OL.LV.HH	
7	Sr. Trainee (Agriculture)	Supervision of field operations for seed production at the farms right from sowing to harvesting of crops and further supply to processing units. Processing & packing of seeds. In Area Offices the Seed production programmes distribution, inspection of seed crops, procurement of raw seed from growers and then packing and processing of seeds. Registration of seed crops with the seed certification agencies. Liaisoning with seed certification agencies	ST.W.L.BN.MF	OL.LV.HH	



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8	Sr. Trainee (Horticulture)	Maintenance of orchards and nursery on daily basis. Supervision of Field operations, production of fruit crops, forestry, flower sapling etc. Vegetable seed production at Farms / Area Office at Farmers Fields, inspection of seed crops, procurement of seeds. Registration of seed crops with the seed certification agencies. Liasioning with seed certification agencies.	S.ST.W.MF.SE.RW.H	OL.LV.HH	
9	Sr. Trainee (QC)	Examination & submission of Non Seeds proposal to HO, fields crop inspections, seed processing plants and godowns inspections periodically. Submission of a periodical returns, quick action for attending quality related complaints at field level as well as Seeds supplied in the Market. Proper sampling of seeds, evaluation of inspection report as well as seeds test reports.	SE.MF.C.RW	HH.OL	
10	Sr. Trainee (IT)	<ol style="list-style-type: none"> <li>1. Conducting IT related training to the concern Department / users.</li> <li>2. IT Software Management &amp; implementation for concern Department, ERP.</li> <li>3. Operational support for e-Procurement related work.</li> <li>4. Local Infrastructure like LAN/WAN Management.</li> <li>5. Condemnation of IT related items.</li> <li>6. Overall IT related Management of concerned Office</li> </ol>	S.ST.SE.C.W.BN	OA.OL.BL.HH	
11	Sr. Trainee (Logistics)	<ol style="list-style-type: none"> <li>1. To check draft Prepare Purchase Orders &amp; destination Schedule of all items and submit for the approval.</li> <li>2. To check the Tender Document and make amendment in tender as &amp; when requires in consultation with user departments.</li> <li>3. To monitor the supply and persuasion with the suppliers for timely delivery of material at destinations and inform the controlling officer.</li> <li>4. To check the GRs/required documents/quantity certificates etc and propose for the payment to the suppliers.</li> <li>5. To monitor the stock position of the inventory and to ensure proper utilization of the same.</li> </ol>	S,ST,W.SE.RW.H.C.	OL.LV.HH	
12	Diploma Trainee (Agri. Engineering)	<ol style="list-style-type: none"> <li>1. Arrange repair &amp; maintenance of Machineries including vehicles.</li> <li>2. Allocation of machinery in field according to requirement.</li> <li>3. Preparation of sowing and harvesting schedule of machinery.</li> <li>4. Purchase of machinery &amp; spare parts as per requirement.</li> <li>5. Preparation of inventory and its control.</li> <li>6. Preparation of condemnation proposal of machinery through auction.</li> <li>7. Arranging input of Engg. division in the ERP.</li> <li>8. Arrangement of processing of Raw produce and making proposal for assistance / grants.</li> <li>9. Hiring of machinery as per requirements.</li> </ol>	S.ST.W.BN.MF.SE.R W. C	OA.OL.HH	

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13	Diploma Trainee (Civil Engg.)	<ol style="list-style-type: none"> <li>1. Arrangement of construction of civil structure including residential and non-residential building.</li> <li>2. Arrangement of repair of residential and non-residential building.</li> <li>3. Scrutinizing the various proposals of construction &amp; repairs.</li> <li>4. Renting out of warehouse and other Civil structures on requirement and surplus if any.</li> <li>5. Preparation of proposals for construction of non-residential building for taking applicable grant, if any.</li> <li>6. Arranging input of Engg. Deptt. related to Civil division in ERP.</li> <li>7. Purchase of Civil construction material.</li> </ol>	S.ST.W.BN.MF.SE.R W.C.	OA.OL.HH	
14	Diploma Trainee (Elect. Engg.)	<ol style="list-style-type: none"> <li>1. Repair &amp; maintenance of overhead line, transformer &amp; electrical equipments.</li> <li>2. Giving inputs of the data required for ERP</li> <li>3. Assess the requirement of spare parts of the electrical items.</li> <li>4. Timely electrical maintenance and its service of electrical equipments</li> <li>5. Preparation of indent for requirement of the spare parts required for repair &amp; maintenance.</li> <li>6. Maintenance of sub station, distribution of power.</li> <li>7.Ensuring un-interuppted power supply.</li> </ol>	S.ST.W.BN.PP.KC.M F.SE.RW.C	OL. HH	
15	Trainee (Human Resource)	Work related to establishment, General Administration, Welfare. Maintenance of personal files & service books. Preparation of reports & returns. Data preparation related to promotion. Work related to tender processing. Passing of medical bills, depositing telephone, water & electricity bills. General dak & dispatch. Work related to Official vehicle & hiring of vehicle. Implementation of Rajbhasha, maintenance and follow up legal cases file. Dealing with RTI matters.	S,W,MF,SE,RW,H	OA.OL.BL.LV.HH	
16	Trainee (Accounts)	<ol style="list-style-type: none"> <li>1. Preparation of Vouchers</li> <li>2. Preparation of daily finance position</li> <li>3. Checking of Medical &amp; TA/DA Claim</li> <li>4. Assists in Inter Unit reconciliation</li> <li>5. Preparation of Vouchers related to EPF/Pension.</li> <li>6. Assists in Internal Audit Compilation.</li> </ol>	S.W.MF.SE.RW.H.C	OL.BL.LV.HH.	
17	Trainee (DEO)	<ol style="list-style-type: none"> <li>1. Data entry into Database.</li> <li>2. Operational support for e-Procurement related work.</li> <li>4. Local Infrastructure like LAN/WAN Management.</li> <li>5. Condemnation of IT related items.</li> </ol>	S.ST.W.MF.SE.RW.H	OL.BL.LV.HH	

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18	Trainee (Marketing)	He will responsible for contacting the farmers in the villages and Tallukas and contacting the district Agri. Department for finding out the list of registered dealers for sale of seeds and potential of different crops being sown in the particular village and tallukas. He will also assist in conducting demonstration of new products and in organizing of field day at village level. Extensive travelling is required to visit the different mandis for appointment of potential dealers for sale of NSC Seeds.	ST.W.L.BN.MF	OL.LV.HH	
19	Trainee (Agricultrue)	To undertake agriculture operation at Chak level at Farms. The agriculture operations carried out daily in the field Area which are arranged by Trainee (Agri.), arrangement of labours, machineries for the operations, arrangement of inputs for application in fields. Timely arrangement of harvesting and handing over raw seed to the store. In case of activities at Area offices the Trainee (Agri.) is supposed to contact farmers for distribution and implementation of Seed production programmes. Registration of seed crops with the certification agencies. Liasioning with seed certification agencies.	ST.W.L.BN.MF	OL.LV.HH	
20	Trainee (Horticulture)	Operational activities required to be done on daily basis are arranged by Trainee (Hort.), arrangements of laborers, inputs, propagation of sapling in the nursery, weeding, intra culture operation in the nursery. Vegetable seed production progremmes implementation in the field and arrangement of all required input and operations for the same. Contacting farmers for vegetable seed production and distribution of planting material to the seed growers, preparation of farmers list, details sowing reports etc for registration of seed corps with the seed certification agencies.	S.ST.W.MF.SE.RW.H .C	OL.LV.HH	
21	Trainee (QC)	Examination & submission of Non Seeds proposal to HO, field crop inspections, seed processing plants and godowns inspections periodically. Submission of a periodical returns, quick action for attending quality related complaints at field level as well as in Seeds supplied in the Market. Proper sampling of seeds, evaluation of inspection report as well as seeds test reports.	SE.MF.C.RW	HH.OL	

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22	Trainee (Stores)- Agri.	<ol style="list-style-type: none"> <li>1. To accept the raw seed brought by the seed growers/farm produce with measuring the technical data of the produce such as moisture content, seed variety etc.</li> <li>2. To handle the raw seed register carefully/properly and to record the accurate weight of the seed tendered by the seed growers/farm produce in the register. Also to check before accepting the seed and ensure that the details such as moisture content, name of the crop/variety/ name of village etc. are written on each gunny bags.</li> <li>3. To incorporate all details of raw seed receipts in the Raw Seed Receipt Register /Stock Book etc. and issue final receipt to the respective growers/production section under his signature and also obtain the signature of the respective grower or production representative.</li> <li>4. Data entry in the computer about the availability of raw seed and related information.</li> <li>5. To undertake fumigation/spraying/dusting etc. of all seed stocks/stacks as per the norms prescribed and maintain a register in the prescribed format with signature.</li> <li>6. At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages/excesses the same should be brought to the notice of the controlling officer.</li> </ol>	S,ST,W.L.PP.MF.SE. RW	OL.HH	
23	Trainee (Stores)- Technical	<ol style="list-style-type: none"> <li>1. Maintenance of Seed processing plant machinery, it operation.</li> <li>2. Maintaining history sheet of repair and parts, log book of processing plant.</li> <li>3. Maintaining records of raw seed for processing, undersize / rejected and final seed.</li> <li>4. Maintaining records of undersized / reject handed over to farmers / growers.</li> <li>5. Maintaining general cleanliness of Processing plants.</li> <li>6. Filling all the records of ERP pertaining to tech. store.</li> </ol>	S,ST,W.L.PP.MF.SE. RW	OL.HH	

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24	Trainee (Engg. Stores)	<ol style="list-style-type: none"> <li>1. Maintenance of technical store, segregation of spare parts, maintenance of record.</li> <li>2. Assessment of fast moving spare parts</li> <li>3. Maintaining replacement / replaced scrap in Bin/Star, its record.</li> <li>4. Maintaining POL and its stock register.</li> <li>5. Issue of spare parts and POL</li> <li>6. Maintaining General cleaners of tech. store.</li> <li>7. Filling all the records of ERP pertaining to tech. store.</li> </ol>	S,ST,W.L.PP.MF.SE. RW	OL.HH	
25	Trainee (Technician)	<ol style="list-style-type: none"> <li>1. Repairs and maintenance of tractor, combine &amp; harvester, vehicles, processing plants &amp; other machineries which are useful for Agri. Operations.</li> <li>2. Giving inputs of the data required for ERP to Jr. Engineer (Agri. Engg.)</li> <li>3. Maintenance of history sheet and maintenance of log books.</li> <li>4. Assess the requirement of spare parts of the concerned machinery.</li> <li>5. Timely servicing, maintenance &amp; operation of machinery.</li> <li>6. Technician are required to work of height, lift heavy weight and arduous work.</li> <li>7. Preparation of indent for requirement of the spare parts &amp; requirement for repair &amp; maintenance to Jr. Engineer (Agri. Engg.)</li> </ol>	S,ST,BN,SE,RW,H.CL	HH	
26	Trainee (Laboratory)	To undertake all sample testing related works i.e. checking of received samples, opening of sample, preparation of sample for testing, analysis of physical purity, varital purity insect damage etc, putting of samples in the incubator / chambers then counting of germination, preparation of analysis reports.	S.ST.W.BN.L.PP.MF. SE.RW.H.C.	OL.BL.HH	
27	Trainee (Stenographer)	Taking dictation in Hindi / English and typing the transcript. Working with Sr. Officers maintaining their engagement schedule & meetings. Arranging meetings.	S.ST.W.MF.SE.RW.H .C.	OA.OL.BL. OAL.LV	

S.No.	Designation / Group	Duties / Responsibilities	Physical requirement	Identified categories and sub-categories from the list of PWBD category	Remarks
28	Trainee (Purchase)	<p>1. Dealing files pertaining to purchase, payment of Jute, HDPE, Cotton Cloth bags, Non-Woven bags, Treatment Material, Handmade Paper Labels, Poly Pouches, Pallets, refund of EMD and security etc., to respective supplier. Payment of testing charges to testing agencies.</p> <p>2. To collect the information of the inventory and the stock of packing material and treatment material from the units and prepare a consolidated statement for each month.</p> <p>3. To maintain the records of all the correspondence with the units and transporters and put up in file for necessary action.</p> <p>4. To monitor the supply and persuasion with the suppliers for timely delivery of material at destinations and inform the controlling officer.</p> <p>5. To receive the proposals for transport rate contracts from the concerned units and put up for approval after evaluation.</p> <p>6. To timely put up the proposals for the hiring of warehouses as per the requirement of the ROs/AOs/Farms.</p>	S,ST,W.SE.RW.H.C.	OL.LV.HH	
29	Trainee Mate (Agri.)	The field operations are directly under taken by the Mate Agri. All the required inputs including Labourers, machinery and irrigation of water are judiciously used directly by Mate Agri.	ST.W.L.BN.MF.CL.J U.C.H	LV.HH	

Abbreviation used:

1) S=Sitting, ST=Standing, W=Walking, BN=Bending, CRL=Crawling, CL=Climbing, JU=Jumping, L=Lifting, KC=Kneeling & Crouching, RW=Reading & Writing, MF=Manipulation by Fingers, PP=Puling & Pushing, C=Communication, H=Hearing.

2) OA=One arm affected, OL=One leg affected, OAL=One arm and one leg affected, BL=Both leg affected, LV=Low Vision, B=Blind, HH=Hard of Hearing

<b>Discipline</b>	<b>Designation</b>
<b>Human Resource</b>	Management Trainee
<b>Finance &amp; Accounts</b>	Management Trainee
<b>Marketing</b>	Management Trainee
<b>Production</b>	Management Trainee
<b>Horticulture</b>	Management Trainee
<b>Legal</b>	Management Trainee
<b>Agri. Engineering</b>	Management Trainee
<b>IT</b>	Management Trainee
<b>Civil Engg.</b>	Management Trainee

Management Trainee (	<b>Human Resource</b>	)
Management Trainee (	<b>Finance &amp; Accounts</b>	)
Management Trainee (	<b>Marketing</b>	)
Management Trainee (	<b>Production</b>	)
Management Trainee (	<b>Horticulture</b>	)
Management Trainee (	<b>Legal</b>	)
Management Trainee (	<b>Agri. Engineering</b>	)
Management Trainee (	<b>IT</b>	)
Management Trainee (	<b>Civil Engg.</b>	)

Management Trainee (Human Resource)  
Management Trainee (Finance & Accounts)  
Management Trainee (Marketing)  
Management Trainee (Production)  
Management Trainee (Horticulture)  
Management Trainee (Legal)  
Management Trainee (Agri. Engineering)  
Management Trainee (IT)  
Management Trainee (Civil Engg.)



<b>Discipline</b>	<b>Designation</b>
<b>Human Resource</b>	Senior Trainee
<b>Finance &amp; Accounts</b>	Senior Trainee
<b>Marketing</b>	Senior Trainee
<b>Information Technology</b>	Senior Trainee
<b>Quality Control</b>	Senior Trainee
<b>Horticulture</b>	Senior Trainee
<b>Agriculture</b>	Senior Trainee

Group	Post	Duties / Responsibilities	Physical requirement	PWD Category	Deptt.
A	Management Trainee (Legal)	Ensuring compliance of all applicable legal and risk management requirements of the Corporation and dealing with legal and related issues. Liaisoning with Court, Govt. and Lawyers etc.	S.ST.C.RW.H	OL.BL.OAL.B.LV	CS
A	Management Trainee (Asstt. Co. Secy)	Preparation & implementation of Corporate Plans of Board of NSC as per MoU Targets	S.BN.SE.RW.C	BL.OA. OL.HH	CS
C.1	Assistant (Legal) Gd. I	Assisting Legal Managers in Legal matters by preparing files & documents, visiting court and lawyers etc.	S.ST.W.SE.H.C	OA.OL.OAL.BL.LV.B	CS
A	Management Trainee (Agri. Engineering)	Collection of information, analysing and implementing Technologies and Engineering covering Agricultural Engineering operations.	S.ST.BN.KC.SE.H.C.RW.MR	OA.OL	Engg.
A	Management Trainee (IT)	Collection of information, analysing and implementing Technologies and Engineering covering Information Technology and Computing operations.	S.ST.SE.C.W.BN	OA.OL.BL.HH.B.LV	Engg.

A	Management Trainee (Civil Engg.)	Collection of information, analysing and implementing Technologies and Engineering covering Civil Engineering operations.	S.ST.BN.W.SE.MF.C.RW	OL.OA.HH	Engg.
A	Management Trainee (Elect. Engg.)	Collection of information, analysing and implementing Technologies and Engineering covering Electrical Engineering operations.	S.ST.BN.SE.W.MF.PP.L.KC.C.RW	OL.HH	Engg.
C.1	Sr. Trainee (IT)	Helping IT Officer in for programming and other computer related activities.	S.ST.SE.C.W.BN	OA.OL.BL.HH	Engg.
C.1	Diploma Trainee (Agri. Engineering)	Carrying out Agri. Engg. and related operations and making reports for Managers Engg.	S.ST.W.BN.MF.SE.RW. C	OA.OL.BL.HH	Engg.
C.1	Diploma Trainee (Civil Engg.)	Carrying out Civil. Engg. and related operations and making reports for Managers Engg.	S.ST.W.BN.MF.SE.RW.C.	OA.OL.BL.HH	Engg.
C.1	Diploma Trainee (Elect. Engg.)	Carrying out Electrical Engg. and related operations and making reports for Managers Engg.	S.ST.W.BN.PP.KC.MF.SE.RW.C	OL. HH	Engg.
C.2	Trainee (Stores)- Technical	Maintaining stores and ensuring proper inventory and distribution and record management of the store for Agricultural Technical equipments	S,ST,W.L.PP.MF.SE.RW	OL.HH	Engg.

C.2	Trainee (Engg. Stores)	Maintaining stores and ensuring proper inventory and distribution and record management of the store for Engg. equipments	S,ST,W.L.PP.MF.SE.RW	OL.HH	Engg.
C.2	Trainee (Technician)	Maintaining and repairing equipments of related Machineries as per trade and keeping record management.	S,ST,BN,SE,RW,H	OL.HH	Engg.
A	Management Trainee (Finance & Accounts)	Implementing Finance related Policies of NSC, and Govt. guidelines to prepare Financial Statements for depicting financial health by Management and Stakeholders.	S.BN.SE.RW.C	BL.OA. OL.HH	Finance
C.1	Sr. Trainee (Accounts)	Assisting Accounts Officer in Accounts related matters by preparing statements and files.	S.ST.BN.MF.SE.RW.C	OA.OL.OAL.BL.HH	Finance
C.2	Trainee (Accounts)	Drafting, noting, vouchers, statements and preparation of database for assisting Accounts officers	S.W.MF.SE.RW.H.C	OL.BL.LV.HH	Finance

A	Assistant Manager (Official Language)	Ensuring proper working of Hindi Language in the Office, compliance of Govt. guidelines for Hindi language and translation of English and other languages into Hindi.	S.SE.C.RW	OA.OL.BL.B.LV	Hindi
C.1	Translator (OL) Gd. IV	Preparing draft translation for assisting Rajbhasha Officer	S.SE.RW	OA.OL.OAL.BL.B.LV.HH	Hindi
A	Management Trainee (Human Resource)	Implementing HR Policies of NSC, Govt. guidelines and Labour laws and ensuring employees welfare for enhancing their efficiency.	S.ST.W.SE.MF.C.RW	OA.OL.OAL.BL.B.LV.HH	HR
C.1	Sr. Trainee (Human Resource)	Assisting HR Officer in HR related matters by preparing files & documents.	S.ST.W.SE.RW.H.C	OL.OA.BL.OAL.B.LV.HH	HR

C.2	Trainee (Human Resource)	Drafting, noting and preparation of database for assisting HR officers	S,W,MF,SE,RW,H	OA.OL.BL.B.LV.HH	HR
C.2	Trainee (Stenographer)	Taking dictation and typing	S.ST.W.L.MF.SE.RW.H.C.	OA.OL.BL. OAL.B.LV	HR
C.2	Trainee (DEO)	Preparing and entering data into database. Typing and other related work.	S.ST.W.MF.SE.RW.H	OL.BL..LV.HH	IT
A	Management Trainee (Marketing)	Implementing Sales and Marketing planning of NSC for developing and ensuring maximum market share.	S.H.W.H.C.SE.RW	OA.OL,HH.LV	Mktg.

C.1	Sr. Trainee (Marketing)	Visiting different places for sales and marketing purpose and making records / reports for Marketing Officers	ST.W.L.BN.MF	OL.LV.HH	Mktg.
C.2	Trainee (Marketing)	Visiting fields and markets for sales and marketing related activities and preparing database of day to day work.	ST.W.L.BN.MF	OL.LV.HH	Mktg.
A	Management Trainee (Material Management)	Ensuring proper planning and coordination of NSC's inventory and purchase in accordance with the rules and regulation of Corporation / Govt.	MF,PP.L.KC.BN.S.ST.W.SE.H	OL.BL.OA.LV.HH	MM
C.1	Sr. Trainee (Logistics)	Assisting Material Manager for procurement related activities and making reports for the Manager.	S,ST,WS.E.RW.H.C.	OL.LV.HH	MM

C.2	Trainee (Stores)-Agri.	Maintaining stores and ensuring proper inventory and distribution and record management of the store for Agricultural produce.	S,ST,W.L.PP.MF.SE.RW	OL.HH	MM
C.2	Trainee (Purchase)	Preparing records for inventory management system and helping Logistics Officer to carry out logistics related activities.	S,ST,WS.E.RW.H.C.	OL.LV.HH	MM
A	Management Trainee (Production)	Planning and implementing agricultural operational activities at Farms / Market / Offices etc.	S.H.W.H.C.SE.RW	OA.OL,HH.LV	Prod.
A	Management Trainee (Horticulture)	Planning and implementing horticultural operational activities at Farms / Market / Offices etc.	ST.W.BN.SE.MF.S.C.RW.KC	OA.OL.HH	Prod.
A	Management Trainee (Quality Control)	Developing effective quality control process, devising specification and setting requirement of raw material.	SE.MF.C.RW	HH.OL	Prod.



C.1	Sr. Trainee (Production)	Visiting Fields and different places for production purpose and making records / reports for Production Officers	ST.W.L.BN.MF	OL.LV.HH	Prod.
C.1	Sr. Trainee (Horticulture)	Visiting Fields and different places for horticulture related work and making records / reports for Horticulture Officers	S.ST.W.MF.SE.RW.H	OL.LV.HH	Prod.
C.1	Sr. Trainee (QC)	Checking quality of the product and making reports of quality management system.	SE.MF.C.RW	HH.OL	Prod.
C.2	Trainee (Production)	Visiting fields for production related activities and preparing database of day to day work.	ST.W.L.BN.MF	OL.LV.HH	Prod.
C.2	Trainee (Horticulture)	Visiting fields for Horticulture related activities and preparing database of day to day work.	S.ST.W.MF.SE.RW.H	OL.LV.HH	Prod.
C.2	Trainee (QC)	Helping QC officer to carry out quality checking process and preparing database and records.	SE.MF.C.RW	HH.OL	Prod.

C.2	Trainee (Laboratory)	Assisting laboratory officer for generating reports and preparing database of day to day work.	S.ST.W.BN.L.PP.MF.SE.RW.H.C.	OL.BL.HH	Prod.
C.2	Trainee Mate (Agri.)	Performing duties at production fields and getting work done by farm labours	ST.W.L.BN.MF.CL.JU.C.H	LV.HH	Prod.
A	Assistant Manager (Vigilance)	Implementing Vigilance Rules of NSC, examining / investigating complaints and preparation of report of Disciplinary matters. Ensuring compliance of Vigilance related matter of CVC and Govt. applicable to NSC.	S.ST.C.RW.H	OL.BL.OAL.B.LV	Vig.
C.1	Assistant (Vigilance) Gd. I	Assisting Vigilance Officer in Disciplinary matters by preparing files & documents.	S.ST.W.SE.H.C	OA.OL.OAL.BL.LV.B	Vig.

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