



NO.A.12027/1/2025-LADC/GAD (P&ARW)
LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION AND CONTROL DEPARTMENT
[PERSONNEL & ADMINISTRATIVE REFORMS WING]

Dated Lawngtlai the 30th October, 2025

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 33 of the Rights of Persons with Disabilities Act, 2016 the competent authority of the Lai Autonomous District Council, in corollary with the recommendation of the Expert Committee Constituted by the State Government of Mizoram and as per direction from Commissioner, Persons With Disabilities Govt. of Mizoram vide No.C.31012/1/2012-Commr/PwD/61 Dt.6.8.2025, hereby identifies (mutatis-mutandis) the following categories of persons with Benchmark Disabilities for whom posts can be reserved in the establishments under the Lai Autonomous District Council, which can be held by respective category of persons with Benchmark Disabilities in respect of the vacancies reserved in accordance with the provisions of section 34 of the Act.

- (a) Blindness and low vision;***
- (b) Deaf and hard of hearing;***
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;***
- (d) Autism, Intellectual disability, Specific learning disability and mental illness;***
- (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness***

The physical requirements for each of the posts are prescribed as follows with the abbreviations/codes as shown against each.

PHYSICAL/FUNCTIONAL REQUIREMENT ABBREVIATIONS USED:

CODE	PHYSICAL REQUIREMENTS
S	SITTING
ST	STANDING
W	WALKING
SE	SEEING
H	HEARING
RW	READING AND WRITING
C	COMMUNICATION
MF	MANIPULATION BY FINGER
PP	PUSHING AND PULLING
L	LIFTING
KC	KNEELING AND CROUCHING
BN	BENDING
M	MOVEMENT
JU	JUMPING
CL	CLIMBING

The categories of disabled suitable for the jobs (functional classification) are also indicated with the abbreviations/codes as shown below against the respective category of persons with Benchmark Disabilities as mentioned in sub section (1) of Section 34 of the Act.

CATEGORY ABBREVIATIONS USED:

Category of disability as per section 34(1) of the Act	Code	Categories of disabled suitable for the job (i.e. Functional classification)
(a) Blindness and low vision	LV	Low Vision
	B	Blind
(b) Deaf and hard of hearing	PD	Partially Deaf
	FD	Fully Deaf
(c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OA	One Arm
	OL	One Leg
	BA	Both Arms
	BH	Both Hands
	OAL	One Arm One Leg
	BLA	Both Legs and Arms
	BLOA	Both Legs One Arm
	BL	Both Legs
	D	Dwarfism
	CP	Cerebral Palsy
	LC	Leprosy Cured
	AAV	Acid Attack Victim
	MDy	Muscular Dystrophy
(d) Autism, intellectual disability, specific learning disability and mental illness	AU	Autism
	ID	Intellectual Disability
	SLD	Specific Learning Disability
	MI	Mental Illness
(e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness	MD	Multiple Disabilities

A detailed list of the identified posts suitable for each category of persons with Benchmark Disabilities is set forth in the Annexure hereto. This notification shall come into force with immediate effect.

Notes:

1. The list of identified posts is not exhaustive, it may be modified/added as required from time to time.
2. Existing post held by persons with benchmark disabilities (if any) are deemed to be identified as such persons.
3. Identification of a post in a feeder grade automatically identifies the corresponding post in the promotional grade.
4. Persons with benchmark disabilities may require aids and assistive devices, which shall be provided upon appointment based on individual needs.
5. Recruitment for identified posts shall comply with the eligibility criteria prescribed in the respective recruitment rules.
6. Identification of post is independent of the availability of vacancies for the 4% reservation for persons with benchmark disabilities
7. Eligibility for availing reservation remains as prescribed in the Rights of Persons with Disabilities Act, 2016.

8. Candidates with multiple disabilities are eligible for reservation under category (e) only and not under any other categories due to having a 40% or above impairment.
9. Persons with benchmark disabilities must meet the special eligibility criteria in terms of Functional Classification and Physical Requirements as specified in the Annexure.

Enclo : Annexure

Sd/- K.LALTHANZARA
Executive Secretary
Lai Autonomous District Council
Lawngtlai.

Memo No. A.12027/1/2025-LADC/ GAD (P&ARW) : Dated Lawngtlai the 30th October,2025
Copy to :

- 1.Addl PS to CEM LADC
- 2.PS to Chairman LADC
- 3.Secretary to the Govt.of Mizoram DC&MA for information and publication in the Gazette of Mizoram.
- 4.Commissioner RPwD Mizoram for information.
- 5.Secretary to LADC,General Administration & Control Department.
- 6.Secretary District Council Secretariat,LADC.
- 7.Elementary Education Officer PS & MS deptt. LADC.for information and guidance.
- 8.Dy Resident Commissioner Lai House Aizawl for information.
- 9.I & PRO LADC for information and uploading in the LADC website.
- 10.Superintendent GAD, LADC for information & guidance.
- 11.Guard file.

Sd/- THANSIAMA
Deputy Secretary to the Lai Autonomous District Council
General Admn. & Control Department
[Personnel & Administrative Reforms Wing]

ANNEXURE
LIST OF POSTS IDENTIFIED SUITABLE FOR PERSONS WITH
BENCHMARK DISABILITIES

Sl. No.	Name of Post(s)/Grade	Physical requirements	Job Description	Categories of disables as per clause(a) to (c) of section 34 (1) of the RPWD Act, 2016 considered suitable for the job (Functional classification)
(1)	(2)	(3)	(4)	(5)
COMMON POST FOR ALL DEPARTMENTS				
1	Assistant	S, W, H, RW, C	Clerical/Ministerial. Analysing files, summarizing key points and drafting clear and concise notes for superiors, keeping up to-date accounts etc.	(a) B,LV (b) FD,PD, (c) OL,OA,OAL,BLOA,BL,D, CP,LC,AAV,MDy (d) AU,SLD,ID,MI (e) MD
2	Upper Division Clerk	S, W, H, RW, C	Clerical/Ministerial. Analysing files, summarizing key points and drafting clear and concise notes for superiors, keeping up to-date accounts. Etc	(a) B, LV (b) FD, PD (c) OL, OA, OAL, BLOA, BL, D, CP, LC, AAV, MDy (d) AU, SLD, ID, MI (e) MD
3	Lower Division Clerk cum Typist/Tabulator	S, W, H, RW, C	Clerical/Ministerial. Analysing files, summarizing key points and drafting, typing clear and concise notes for superiors.	(a) B,LV (b) FD,PD, (c) OL, OA, OAL, BLOA, BL, D, CP, LC, AAV, MDy (d) AU, SLD, ID, MI (e) MD
4	Computer Operator	S, MF, RW, C	Run computer systems, monitors tasks(printing emails), troubleshoots office computer problems, and handles data entry	(a) B, LV (b) FD, PD (c) OL, OA, OAL, BLOA, BL, D, CP, LC, AAV, MDy (d) AU, SLD ,MI (e) MD
5	Data Entry Operator	S, MF, RW, C	Data entry	(a) B,LV (b) FD,PD (c) OL,OA,OAL,BLOA,BL,D, CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
6	Xerox Operator	S, MF, PP, L, BN, M	They look after the specific job assigned to them. The post is proposed as withering post	(a) B,LV (b) FD,PD (c) OL.OA,OAL,BLOA,BL,D, CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD
7	Driver	MF,BN,S,ST,S E,RW,H,C	Driving & maintenance of motor vehicles	(a) Not applicable (b) FD,PD (c) D,CP,LC,AAV (d) AU,ID,SLD,MI (e) MD
8	Despatch Rider /	MF,BN,S,ST,S	Despatch Dak	(a) Not applicable

	Dak Runner	E,RW,H,C		(b) FD,PD (c) OA,OL,OL,OAL,D,CP,LC,AAV (d) AU,ID,SLD,MI (e) MD
9	Peon/IV Grade /Chowkidar/ Mali/ Gate Keeper/ Process Server	W,PP,L,KC,MF, BN,M,C	Provide general assistance with various tasks depending on the department	(a) B.LV (b) FD,PD (c) OL, OA, OAL, BLOA, BL, D, LC, AAV, MDy (d) AU,ID,SLD,MI (e) MD
10	Carpenter	MF,BN,ST,W,S E,RW,C	Repairs various building elements, all carpentry works.To be declared as withering post	(a) LV (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV (d) AU,ID,SLD,MI (e) MD
11	Electrician	S,ST,W,M,CL, MF,SE,BN,PP, L	Install electrical components, maintain and repairs electrical power and lighting aspects etc.	(a) LV (b) FD,PD (c) OA, OL, OAL, D, CP, LC, AAV, MDy (d) AU,ID,SLD,MI (e) MD
12	Photographer	MF,S,W,SE,H, RW	Responsible for taking photographs of VVIP/VIP, high ranking officials and dignitaries for official record or documentation.	(a) LV (b) FD,PD (c) BL, OA, OL, OAL, BLOA, D, CP, LC, AAV, MDy (d) AU,ID,SLD,MI (e) MD
13	Receptionist	S,W,H,RW,C	Serves visitors by greeting, welcoming, and directing them appropriately.	(a) LV (b) FD,PD (c) OL,OA,OAL,BLOA,BL,LC,AAV (d) ID,AU,SLD,MI (e) MD

ADMINISTRATION OF JUSTICE

1	Judicial Officer	S,H,RW,C,M	Plays a vital role in ensuring access to justice for the people of Lai Autonomous District by presiding over cases in courts and contributing to judicial system	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BLOA,BL, D,CP,LC,AAV,MDy (d) AU,MI (e) MD
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LAND REVENUE & SETTLEMENT DEPARTMENT

1	Marketing Inspector	S,H,RW,W,C,S T,SE,M,PD,O A,OL,LC,AAV	Inspection of market and administration of markets under the department	(a) B,LV (b) FD,PD (c) OA, OL, OAL, BL, BLOA, D, CP, LC, AAV, MDy (d) AU, SLD, MI (e) M
2	Surveyor	S,ST,W,SE,H, RW,C,MF,KC, BN,M,CL	Entering land under survey even in remote, steep and rugged hills with no ordinary roads, examine, measure and demarcate such land and make clearance of such material obstruction to the boundaries or other lines. Preparation of survey maps, field books, register and record of rights, Spot verification of land dispute and court case.	(a) LV (b) FD, PD, (c) D, LC, AAV (d) MD including the above three sub categories.
3	Record Assistant	S,RW,C	Maintain pending and disposal of court cases etc.	(a) B,LV (b) FD,PD (c) OA, OL, OAL, BLOA, BL, D, CP, LC, AAV, MDy (d) AU,SLD,MI (e) MD
4	Circle Supervisor -II	S,ST,W,SE,H, RW,C,MF,M	Assisting surveyors in the conduct of survey, demarcation and measurement of land.	(a) LV (b) FD,PD (c) D,LC,AAV (d) MD including the above three sub categories

GENERAL ADMINISTRATION & CONTROL DEPARTMENT

1	EPABX Operator	S,W,H,RW,C	Maintenance, answer calls direct inquiries, transfer callers to the right person.	(a) B,LV (b) Not applicable
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FINANCE & ACCOUNTS DEPARTMENT

1	Assistant Accounts Officer	S,ST,BN,MF,RW ,SE,H,C,	1) Ensure proper maintenance of accounts 2) Ensure that instructions given or objections raised are carried or rectified 3) Make periodical & surprise check of accounts	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BLOA,BL, ME,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
2	Assistant Audit Officer	S,ST,BN,MF,RW ,SE,H,C	Maintenance of the accounts of EPF, NPS, fixation of pay, audit of the accounts of LADC departments	(a) B.LV, (b) FD,PD (c) OA,OL,OAL,BLOA,BL, ME,D,CP,LC,AAV,MDy

				(d) AU,MI (e) MD
3	Accounts Assistant	S,SE,W,RW,C,H	Deals in accounts matters	(a) B.LV, (b) FD,PD (c) OA,OL,OAL,BLOA,BL,ME,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
4	Accounts Clerk	S,SE,W,RW,C,H	Deals in accounts matters.To be declared as withering post.	(a) B.LV, (b) FD,PD (c) OA,OL,OAL,BLOA,BL,ME,D,CP,LC,AAV,MDy (d) AU,MI (e) MD

TAXATION DEPARTMENT

1	Inspector of Taxes	S,SE,RW,W,H,C	Empowered to exercise powers to investigation,surveys, verifications, examination of books of accounts, filed works etc. within their respective jurisdiction.	(a) LV,B (b) FD,PD (c) BL,OA,OL,OAL,BLOA,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD
2	Sub- Inspector of Taxes	S,SE,RW,W,H,C	May accompany officers in filed works and other such duties as assigned to them from time to time	(a) LV,B (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD
3	Tax Collector	S,SE,RW,W,H,C	Assisting Inspector of Taxes and responsible for generating various taxes	(a) LV,B (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD

PWD & PHE DEPARTMENT

1	Assistant Engineer	S,W,SE,H,RW,C	Plays a vital role in ensuring access to clean water and proper sanitation facilities, responsible for supervision and execution of works according to drawing and estimates mostly field and desk works	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BLOA,BL,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
2	Junior Engineer	S,W,H,RW,C	Preparation of detailed plan & estimates bills of civil works, Site inspection	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BLOA,BL,D,CP,LC,AAV,MDy (d) AU,MI,SLD,ID (e) MD
3	Sectional Assistant	S,W,RW,C	Section Assistant support engineers by handling paperwork, technical task and project logistics and also acts as liaisons with contractor and	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI

			public.	(e) MD
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EDUCATION & HUMAN RESOURCES DEPARTMENT

1	Statistician	S,H,RW,W,C	Collection, compilation, scrutiny and tabulation works.	(a) B,LV (b) PD (c) OA,OL,OAL,BLOA,BL,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
2	M/S Teacher	S,SE,H,RW,C,MF	Teaching-classroom lecturers, preparation of Teaching aid, guiding and helping students in both academic works and co-curricular activities, maintain classroom discipline, evaluation and assessment of students' progress	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BL,LC,AAV,D (d) MD including the above three sub-categories.
3	P/S Teacher	S,SE,H,RW,C,MF	Teaching-classroom lecturers, preparation of Teaching aid, guiding and helping students in both academic works and co-curricular activities, maintain classroom discipline, evaluation and assessment of students' progress, carry out various tasks and activities in the implementation of central and state schemes.	(a) B,LV (b) FD,PD (c) OA,OL,BL,LC,AAV,D (d) MD including the above three sub-categories
4	Hindi Teacher	S,SE,H,RW,C,MF	Teaching-classroom lecturers, preparation of Teaching aid, evaluation and assessment of students' progress	(a) LV (b) PD (c) BL,OA,OL,OAL,LC,AAV,D (d) MD including the above three sub-categories
5	Lai carel Teacher	S,SE,H,RW,C,MF	Teaching-classroom lecturers, preparation of Teaching aid, evaluation and assessment of students' progress	(a) LV (b) PD (c) BL,OA,OL,OAL,LC,AAV,D (d) MD including the above three sub-categories
6	WE Teacher	S,SE,H,RW,C,MF	Teaching crafting skills	(a) LV (b) FD,PD, (c) OA,OL,BL,LC,AAV,D (d) MD including the above three sub-categoroes
7	Asst. Hindi Propagation Officer	S,RW,H,C	Administrative role in Hindi instructions in schools to effective teach Hindi. Contribute to building bridges between cultures and fostering a more linguistically diverse education environment.	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD

8	Asst. Laica Propagation Officer	S,RW,H,C	Administrative role in Laica instructions in schools to effectively teach Laica. Contribute to building bridges between cultures and fostering a more linguistically diverse education environment.	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
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ART & CULTURE DEPARTMENT				
1	Cultural Instructor/Instructor	S,ST,W,SE,H,RW,C,PP,LKC,BN,M	Instructing and helping in the line of cultural dances	(a) LV (b) FD,PD, (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
2	Superintendent of Archives	MF,S,RE,C	Responsible for lifecycle of archival records, from receiving and organising them to ensuring their security and accessibility for authorized personnel	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
3	Librarian	S,RW,C	Cataloguing and classification of books and periodicals. Issuing and receiving of books - restoring of books and periodicals. Arrangement of non book materials	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
4	Library Assistant	MF,S,RW,C	Responsible for variety of tasks that ensure the smooth operation of library. These include registering new members, managing fees, checking out and returning books, managing over due materials, processing new acquisitions, maintaining periodicals, organizing and maintaining the physical collection, labelling materials and assisting patrons in finding information and materials	(a) B,LV (b) FD,PD (c) OA, OL, OAL, BL, BLOA, D, CP, LC, AAV, MDy (d) AU,ID,SLD,MI (e) MD

LAD & SANITATION DEPARTMENT				
1	Sirder	MF,S,SE,H,RW,C	To assist Field Inspector/Assistant Field Inspector	(a) LV (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD
2	Sanitation Worker	MF,S,SE,H,RW,C	Responsible for collection of garbage from sanitation point, street cleaning, sweeping etc.	(a) LV (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD

SOCIAL WELFARE DEPARTMENT				
1	Social Organiser	S,ST,H,SE,W,RW,C	Provide advice, support and resources to individuals and families to help them solve their problems	(a) B,LV, (b) FD,PD, (c) BL,OL,LC,AAV,OA, (d) MD of the above three categories.
2	Village Level	MF,BN,S,ST,	Inspection of social welfare related	(a) B,LV

	Worker	W,RW,C	works.	(b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD
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DISASTER MANAGEMENT, RELIEF & REHABILITATION

1	Organiser	S,SE,W,H,RW,C, MF	Responsible for preparedness, response, and recovery from disasters. This includes creating and updating disaster management plan. Forming and training community response teams and conducting drills. Organise training programme.	(a) LV (b) FD,PD (c) OA,OL,D,BL,BLOA,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
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AGRICULTURE DEPARTMENT & HORTICULTURE DEPARTMENT

1	Agriculture Extension Officer	S,ST,W,SE,H, RW,C,	Field work, guide and train farmers, assist field officers, maintain accounts and record of financial transaction	(a) LV (b) FD,PD, (c) D,OA,OL, (d) AU (e) MD
2	Horticulture Extension Officer	S,ST,W,SE,H, RW,C	Responsible for implementation of all Horticulture programme .Supervise works .	(a) LV (b) FD,PD (c) BL,OA,OL,OAL,D,CP,L C,AAV,MDy (d) AU,MI (e) MD
3	Agriculture Demonstrator	S,ST,W,SE,H, RW,C,KC,BN, M,MF	Demonstrate and conduct training of farmers at grassroot level. Work in nurseries and gardens, analysing soil quality, pest control and fertilizer, collecting and maintaining records of crops and data of farmers.	(a) LV (b) FD.PD (c) BL,OA,OL,OAL,D,CP,L C,AAV,MDy (d) AU,ID,SLD,MI (e) MD

LAND RESOURCES,SOIL & WATER CONSERVATION

1	Asst. Soil Conservation Officer	S,SE,H,RW,W ,C	In all matters of administration, file works, Plan & Estimates including surveying collection of data and preparation of DPR.	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BL,D,CP,L C,AAV,MDy (d) AU,MI (e) MD
2	Soil Conservation Range/Deputy Officer	S,SE,H,RW,W ,C	To assist in all the field works.	(a) LV (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
3	Soil Conservation Demonstrator	S,W,SE,H,RW ,C	Lower level of field staff. They are to make first hand identification, survey, demarcation etc. of priorities area with Range Officer. They are also responsible to provide soil & water conservation technique to the farmers in the fields.	(a) LV (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,MI (e) MD

FISHERIES DEVELOPMENT DEPARTMENT

1	Asst. Fisheries Development Officer	S,W,SE,H,R W,C	Implementation of programs and policies on fisheries related programs and extension initiatives and assisting FDO. Supervise the distribution of fish seeds/feeds and survey/verification of ponds etc.	(a) LV (b) FD,PD (c) D,LC,AAV, (d) MD of the above three sub-categories
2	Fisheries Demonstrator	S,W,SE,RW, C,L,M	Distribution of fish seeds, feeds. Farm inputs etc. Verification and management of departmental and private fish fare, giving foundation/grass root level training to fish farmers.	(a) LV (b) FD,PD (c) LC,AAV (d) MD including the above three sub-categories.

PERSONNEL AND ADMINISTRATIVE REFORMS WING (GAD)

1	Junior Grade of LADC General Service	S,W,H,RW (in brailier/ software), C	Multi dimensional leadership, Administrative services and supervisory role to play in various stages of administration. They are not confined to a single role and lead across administrative challenges	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BLOA,BL, D,CP,LC,AAV,MDy (d) MD including only the above three sub categories
2	Stenographer-III	S,W,H,RW,C	To relieve the officer in his day to day works like note down dictation and do transcription and typing works, handling incoming and outgoing telephone calls, maintaining engagement diary for superiors, handling visitors etc.	(a) LV,B (b) PD (c) OA,OL,OAL,BLOA,BL, D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
3	Manger	MF,S,W,SE, H,RW,C	Over seeing the day-to-day operations of Lai House, including room allocation, guest check-in/check-out, and housekeeping services.	(a) LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA, D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD

TRANSPORT DEPARTMENT

1	Motor Vehicle Inspector	S,SE,RW,H, W,C	Conducting inspections of motor vehicles to ensure they comply with safety standards as mandated by MV Act 1988	(a) LV (b) FD,PD (c) BL,OA,OL,OAL,D,CP,L C,AAV,MDy (d) AU,SLD,MI (e) MD
2	Asst. Motor Vehicle Inspector	S,SE,RW,H, W,C	Assisting Motor Vehicles Inspector	(a) LV (b) FD,PD (c) BL,OA,OL,OAL,D,CP,L C,AAV,MDy (d) AU,SLD,MI (e) MD
3	Tax Collector	S,SE,RW,W, H,C	Responsible for collection of taxes	(a) LV,B (b) FD,PD (c) OA,OL,OAL,D,CP,LC,A AV,MDy

				(d) AU,ID,SLD,MI (e) MD
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RURAL DEVELOPMENT DEPARTMENT				
1	Sectional Assistant	S,W,RW,C	Section Assistant support engineers by handling paperwork, technical task and project logistics and also acts as liaisons with contractor and public.	(a) B,LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD
2	Field Worker	S,SE,H,RW,C	To work with labours in the field and responsible to guide the labourers in field works.	(a) LV (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,MI, (e) MD

INDUSTRY DEPARTMENT				
1	Tailoring Instructress	S,ST,W,SE,H,RW,C,PP,L,KC,BN,M	Instructing and helping in the line of tailoring, weaving, handicraft, knitting and other skill development	(a) LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
2	Village Level Worker	S, H, RW, W, C, ST, SE, M, PD, OA, OL, LC,AAV	Field work relating to collection of stall rent, seat fee etc.	(a) B,LV (b) FD,PD, (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD

AH & VETY DEPARTMENT				
1	Sub-Divisional Vety Officer	S,ST,W,SE,H,RW,C	Disease diagnosis, investigation and research in emerging diseases and treatment of sick animals, preventive curative and central measures for various emerging and concurrent animal diseases.	(a) B,LV (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
2	Veterinary Inspector	S,ST,W,SE,H,RW,C	Supervise and coordinate development activities in the field, train workers in animal care, artificial insemination, plan and prepare works schedule for other para-vets etc.	(a) LV (b) PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,MI (e) MD
3	Veterinary Field Assistant	MF,PP,L,RW,BN,KC,S,W	Assisting veterinarians caring for animals, provide first aide to animals, perform vaccination, castration, follow up injection.	(a) LV (b) FD,PD (c) OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,ID,SLD,MI (e) MD

SERICULTURE DEPARTMENT				
1	Asst. Sericulture	S,ST,SE,RW,	To keep a close eye on the	(a) B.LV

	Officer	H,C,W,	implementation of various schemes, to devise methods and means.	(b) FD,PD (c) OA,OL,OAL,LC,AAV,MDy (d) MD including the above three sub-categories.
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CO-OPERATION DEPARTMENT

1	Inspector of Co-operative Societies	S,SE,H,RW,C,H	Safeguard s cooperative operations through inspections, ensuring adherence to regulations. They investigate disputes, mediate solution, and educate members on best practices.	(a) LV (b) FD,PD (c) OA,OL,OAL,BL,BLOA,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
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SPORTS & YOUTH SERVICES DEPARTMENT

1	Sport Organiser	S,ST,SE,H,RW,M,C,JU,CL	To conduct various formal and non formal training courses and to organise various activities and events .	(a) LV (b) FD,PD (c) BL,OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
2	Coach	MF,KC,BN,S,ST,W,SE,H,C,JU	To conduct various formal and non-formal training/coaching for adults as well as boys and girls, lead represents in sport event in various level.	(a) LV (b) FD,PD (c) BL,OA,OL,OAL,D,CP,LC,AAV,MDy (d) AU,MI (e) MD

INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT

1	System Engineer	S,H,RW,M,C	Provide technical support and maintains department websites, duties include web development, server maintenance, network management and assisting with other ICT projects,	(a) B,LV (b) FD,PD (c) BL,OA,OL,OAL,BLOA,BL,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
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PLANNING PROGRAMME & IMPLEMENTATION DEPARTMENT

1	System Administrator	S,H,RW,M,C	Provide technical support and maintains department websites, duties include web development, server maintenance, network management and assisting with other ICT projects,	(a) B,LV (b) FD,PD (c)BL,OA,OL,OAL,BLOA,BL,D,CP,LC,AAV,MDy (d) AU,SLD,MI (e) MD
2	Planning Assistant	S,ST,W,SE,H,R,W,C,MF,PP,KC,BN,M,JU,CL	Apart from normal office duties, assisting AE in supervision of works, site visit, preparation of plan & estimates	(a) PD,FD (b) D,LC,AAV (c) MD including the above two sub categories.

Abbreviations :

S-Sitting; ST-Standing; W-Walking; SE-Seeing; H-Hearing; RW-Reading & Writing; C-Communication; MF-Manipulation by Finger; PP-Pushing & Pulling; L-Lifting; KC-Kneeling & Crouching; BN-Bending; M-Movement; JU-Jumping; CL-Climbing; LV-Low Vision; B-Blind; PD-Partially Deaf; FD-Fully Deaf; OA-One Arm; OL-One Leg; BA-Both Arms; BH-Both Hands; OAL-One Arm One Leg; BLA-Both Legs and Arms; BLOA-Both Legs One Arm; BL-Both Legs; D-Dwarfism; CP-Cerebral Palsy; LC-Leprosy Cured; AAV-Acid Attack Victims; MDy-Muscular Dystrophy; AU-Autism; ID-Intellectual Disability; SLD-Specific Learning Disability; MI-Mental Illness; MD-Multiple Disabilities

Sd/- THANSIAMA

Deputy Secretary to the Lai Autonomous District Council
General Admn. & Control Department
[Personnel & Administrative Reforms Wing]