

आन्धा बैंक ANDHRA BANK

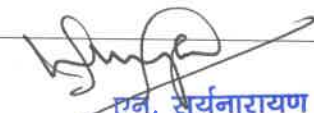
(भारत सरकार का उपक्रम A Government of India Undertaking)

प्रधान कार्यालय, हैदराबाद :: Head Office, Hyderabad

LIST OF POSTS IDENTIFIED TO BE RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES IN THE BANK

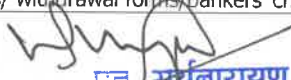
Sl. No.	Name of the Post/ Designation	Physical Requirement	Categories of disabled suitable for job identified by expert committee	Job profile/Nature of work performed in brief
OFFICER CADRE:				
1.	Probationary Officer	Sitting, Reading & Writing, Walking, Manipulation by Fingers, Seeing, Communication	One Arm, One leg, One Arm and One Leg, Both Leg, Blind, Low Vision, Leprosy Cured, Dwarfism, Acid attack victims, muscular dystrophy, autism, intellectual disability, specific learning disability and multiple disabilities including deaf-blindness.	Branch Operations like Entry, Posting & Verification of Cheques, Clearing, Remittances, Inventory, ECS, Salary uploads, IBR, ABB, Service Centre operations, Furniture and CBS User Maintenance, CASA Operations, Pass Book Printing, Term Deposit Operations, BLD & Locker Operations, Monitoring & Recovery of Loans, Mobilisation of Deposits/ Branch Business, Loans and Advances Operations like Loan application process, appraisal, documentation etc, All types of on-line transactions like ATM, RTGS, EBA-1, NEFT, Internet Banking, ASBA, Mobile Banking, Government Business & Financial Inclusion Operations, Trade Finance Operations including Forex operations, Operations relating to INLAND Bills/ BGs/ LCs, Generation of MIS Reports, Marketing of Third party transactions like PPF, IFLIC, Arogyadaan etc
2.	Specialist Officer (IT Officer)	Sitting, Reading & Writing, Walking, Manipulation by Fingers, Seeing, Communication	One Arm, One leg, One Arm and One Leg, Both Leg, Blind, Low Vision, Leprosy Cured, Dwarfism, Acid attack victims, muscular dystrophy, autism, intellectual disability, specific learning disability and multiple disabilities including deaf-blindness.	Handling of Hardware & software in the Branch/ Office, Attending to all network issues, Attending to all issues relating to Finacle-CBS software, Inventory Maintenance, Guiding the Branches/ Offices on all IT related issues.
3.	Specialist Officer (Agricultural Field Officer)	Sitting, Reading & Writing, Walking, Manipulation by Fingers, Seeing, Communication	One Arm, One leg, One Arm and One Leg, Low Vision, Leprosy Cured, Dwarfism, Acid attack victims, muscular dystrophy, autism, intellectual disability, specific learning disability and multiple disabilities.	Processing & grounding of Agricultural Loans, Monitoring & Recovery of Loans, Processing & grounding of loans under Govt. Sponsored schemes, Crop Insurance Maintenance, Maintaining Liasoning with LDM, Mandal level administration.
4.	Specialist Officer (Rajbasha Adhikari)	Sitting, Reading & Writing, Walking, Manipulation by Fingers, Seeing, Communication, standing.	One Arm, One leg, One Arm and One Leg, Both Leg, Blind, Low Vision, Hearing impaired, Leprosy Cured, Dwarfism, Acid attack victims, muscular dystrophy,	Implementation of Official Language in Branch/ Office.




एन. सुर्यनारायण
N. SURYANARAYANA
 सहायक महा प्रबंधक (मा.सं.)
 Asst. General Manager (H.R.)

			autism, intellectual disability, specific learning disability and multiple disabilities including deaf-blindness..	
5.	Specialist Officer (Law Officer)	Sitting, Reading & Writing, Walking, Manipulation by Fingers, Seeing, Communication, Standing, Hearing	One Arm, One leg, One Arm and One Leg, Both Leg, Blind, Low Vision, Leprosy Cured, Dwarfism, Acid attack victims, muscular dystrophy, autism, specific learning disability and multiple disabilities including deaf-blindness.	Attending to all legal issues such as – Vetting of Documents & Conduct of Legal Audit, Legal Opinions, Issuance & follow up of SARFAESI Act, Assisting Advocates in filing suits, Attending to DRT cases, Filing Writ petitions, Settlement of Death Claims, Follow up of suits filed against the Bank and by the Bank, Attending Courts, Disposal of RTI applications.
6.	Specialist Officer (HR/ Personnel Officer)	Sitting, Walking, Manipulation by Fingers, Reading & Writing, Seeing, Communication, Standing	One Arm, One leg, One Arm and One Leg, Both Leg, Blind, Low Vision, Leprosy Cured, Dwarfism, Acid attack victims, muscular dystrophy, autism, intellectual disability, specific learning disability and multiple disabilities including deaf-blindness.	Attending to all HR issues such as – Recruitment, Service Conditions, Transfers, Training, Career Progression – Promotions, Staff Welfare matters, Ensuring punctuality & discipline among staff, Terminal benefits, Disciplinary proceedings, Salaries & perquisites and Bonus payments, Statutory requirements like attending to ALC 7 other Labour laws, Conducting Joint Consultative Committees with Trade Unions and various Associations, Guiding Field functionaries for optimum deployment of available manpower & deputations wherever required, Monitoring & attending to post-requirement issues.
7.	Specialist Officer (Financial Analyst)	Sitting, Reading & Writing, Walking, Manipulation by Fingers, Seeing, Communication	One Arm, One leg, One Arm and One Leg, Both Leg, Blind, Low Vision, Leprosy Cured, Dwarfism, Acid attack victims, muscular dystrophy, autism, specific learning disability and multiple disabilities including deaf-blindness.	Analysis, Appraisal, Processing of Loan applications besides all routine Banking Operations.
8.	Security Officer	Hearing, Reading & Writing	One Leg	
CLERICAL CADRE				
9.	Clerk	Sitting, Walking, Manipulation by Fingers, Seeing, Reading & Writing, Hearing, Communication	One Arm, One leg, Both Leg, Muscular Weakness, Blind, Low Vision, Deaf and hard of hearing, Leprosy cured, Dwarfism, Acid attack victims, Muscular dystrophy, Autism, Intellectual disability, Specific learning disability and multiple disabilities including deaf-blindness.	All members of the Clerical staff who do not get any special pay on regular basis shall be designated as Single Window Operator 'A'. The following duties shall inter alia form part of their normal duties; Acknowledgement of inward mail received, Receipt of Cheques, drafts, dividend warrants, pay orders and other instruments other than bills and giving acknowledgements in the counterfoil, Delivery of Cheque books subject to authorisation by competent authority, Issue of cash receipts, Issue of E.S.I Stamps wherever applicable or may become applicable, Re-counting of currency notes by cash department staff, Ensuring the proper contents in covers and envelopes including registered ones before despatch. All Clerks shall also perform all duties and functions of their cadre, either online or manually, which does not involve any passing or supervisory function of an officer of the bank. He will, wherever and whenever required, function as a single window operator where he will also receive and pay cash. In addition, his duties will include- Passing and cash payment of all cheques/ withdrawal forms/bankers' cheques/




 एन. सुर्यनारायण
 SURYANARAYANA
 प्रहायक महा प्रबंधक (मा.सं.)
 Asst. General Manager (H.R.)

				gift cheques, etc. Upto and including Rs.10,000/-, Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) upto and including Rs.15,000/-, Receipts of cash and issuance of pre-signed drafts/gift cheques/ travellers' cheques/ Pay orders/ Bank orders, etc. Upto and including Rs.15,000/-
	SUBORDINATE STAFF CADRE			
10.	Sub-staff	Sitting, Standing, Walking, Manipulation by Fingers, Seeing	One Leg, One Arm, Blind, Low Vision, Deaf and hard of hearing, Leprosy Cured, Dwarfism, Acid attack victims, Muscular dystrophy, Autism, Intellectual disability, Specific learning disability.	All the normal and routine duties of the subordinate staff cadre and for performance of which no special pay shall be payable. In addition they shall also be required to perform the following duties. To take money orders, to buy stamps etc., which involves carrying of cash not exceeding Rs.5,000/- and to carry insured letters, etc. to Post Office., To stitch currency note bundles, To stitch and seal parcels and packets containing currency notes; To transit cash from the Bank to an office outside or vice versa, if unaccompanied by a Watchman/ Armed Guard.
11.	Watchman/ Security Guard	Sitting, Standing, Walking, Pulling & Pushing, Lifting, Bending, Kneeling & Crouching, Manipulation by Fingers, Seeing, Hearing, Communication.		Persons required to perform watch and ward duties i.e., to watch or look after the premises or a department, for the purposes of its safety, security and guard against infiltration and against removal of the bank's property by any unauthorised person AND/OR to watch and guard as above, the movement of cash from one place to another whether inside or outside the Bank, for which purpose they are required by the bank to carry any of the following weapons: Gun, Pistol or any other fire arm; or dagger, sword, khukri or spear; or Any other licensed weapon. Note: 'Retainers' Peons (other than watchmen) whose names are registered in the Bank's licence as Retainers will, when they perform "Armed Guard" duties, be entitled to special pay for "Armed Guards" pro rata.
12.	Sweepers	Sitting, Standing, Walking, Manipulation by Fingers, Pulling & Pushing, Lifting, Kneeling & Crouching, Bending, Seeing, Hearing	One Leg, Low Vision, Hearing Impaired, Leprosy Cured, Dwarfism, Acid attack victims, Muscular dystrophy, Autism, Intellectual disability, Specific learning disability.	The duties of Sweeper shall include sweeping and cleaning floor space area of the Bank's premise and furniture's and fixtures of the Bank.




एन. सुर्यनारायण
N. SURYANARAYANA
 सहायक महा प्रबंधक (मा.सं.)
 Asst. General Manager (H.R.)