

<u>Sl</u>	<u>BRANCH</u>	<u>TRADE</u>	<u>RANK</u>	<u>OCCUPATIONAL NOTE</u>	<u>QUALIFICATION</u>	<u>OLD NCO CODE</u>	<u>CIVIL TRADE EQUIVALENT</u>	<u>NEW NCO CODE</u>	<u>REMARKS</u>
1	2	3	4	5	6	7	9	8	10

15 A	EXECUTIVE	STORE	SAI / II	Victual ling and Clothing Naval Stores, Air Stores and Correspondence, Typing Hindi and English, Educational Subjects, NBCD Training and Practical, Computer, SLMS Training & Practical, Look Out Duties, First Aid, Gender Sensitization, cross Trg etc. To assist superior in carrying out victual ling, clothing, Naval Stores, Air Stores, Correspondence typing, look out and First Aiding, Naval Stores, Air.	Matric with Science. Initial/Basic training including Sea Training 28 weeks. Minimum 03 years service.	351.20	Store Distributor	4131.20	
						570.30	Fire Fighting	5161.10	
						321.10	Typist	4111.30	
						350.10	Clerk General	4190.10	
						341.15	Data entry operator	4113..35	
						574.20	Armed Security Guard	9152.30	
15 B	EXECUTIVE	STORE	LSA	Victual ling and Clothing, Naval Stores, Air Stores and Correspondence, Typing Hindi and English, Educational Subjects, NBCD Training and Practical, Computer, SLMS Training & Practical, Look Out Duties, First Aid, Gender sensitization, cross training etc.	Minimum 05 years service.	351.20	Store Distributor	4131.20	
						357.20	Booking clerk in Rly/TTE	5112.44	
						573.10	Security Supervisor	5169.10	
						570.30	Fire / Safety Assistant	5161.10	
						440.10	LIC Agent	3412.10	
						380.10	Postman	4142.45	
						351.10	Store Keeper	4131.10	
						350.10	LDC	4190.10	
						430.30	Shop Assistant	5220.40	

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15 C	EXECUTIVE	STORE	SPO	To carry out the duties of in-charge (Vict) and to assist ALOGO (Vict), Clothing, NS and to assist ALOGO (NS), Air Store, To supervise office action in store office and assist LOGO/ALOGO in handling correspondence, to be able to supervise functions of MT Pool, Carry out duties of Material Organization, To Supervise preservation and packing of stores. Victual ling and Clothing, Naval Stores, Air Stores and Correspondence, Motor Trans- port, Depot Management, Computer, SLMS Training and Practical, NBCD and Gender Sensitization.	Minimum 09 years of service	573.10	Security Officer	5169.10	
						571.20	Asst Sub Inspector Police	3450.20	
						357.20	TTE	5112.44	
						361.10	Asst Post Master	1226.80	
						310.20	Kurk Ameen/Lekh Pal/Patwari	4190.40	
						301.10		Land Revenue Inspector	
						570.20	Fire Officer	3151.20	
						153.10	Primary School Teacher	3312.10	
						572.20	Sub Inspector Central Excise	3442.10	
						571.20	Sub Inspector CBI/IB	3450.20	
						571.20	Sub Inspector Police	3450.20	
						572.30	Sub Inspector Customs	3441.20	
						440.10	LIC Assistant	3412.10	
						351.10	Senior Store Keeper	4131.10	
						----	Manager, Material Control	1235.10	

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15 D	EXECUTIVE	STORE	SCPO	To carry out the duties of in-charge (Vict) and to assist ALOGO (Vict), Clothing, NS and to assist ALOGO (NS), Air Store, To supervise office action in store office and assist LOGO/ALOGO in handling correspondence, to be able to supervise functions of MT Pool, Carry out duties of Material Organization, To Supervise preservation and packing of stores. Victual ling and Clothing, Naval Stores, Air Stores and Correspondence, Motor Trans- port, Depot Management, Computer, SLMS Training and Practical, NBCD and Gender Sensitization.	Minimum 13 years of service	300.10	Grade II/Class B Non Gazetted Officer Central / State Govt	3431.10	
						210.10	Asst Admin Officer Grade II	1121.10	
						137.10	Asst Labour/Welfare Officer	2446.10	
						300.10	Office Superintendent Grade II	3431.10	
						572.20	Sub Inspector Central Excise	3442.10	
						571.20	Sub Inspector CBI/IB	3450.20	
						571.20	Sub Inspector Police	3450.20	
						572.30	Sub Inspector Customs	3441.20	
						570.20	Fire & Security Officer	3151.20	
						573.10		5169.10	
						153.10	Primary School Teacher	3312.10	
						310.10	Gram Panchayat Secretary	4115.30	
						360.20	Asst Station Master Indian Railway	1226.60	
						252.30	Manager Stores	1226.50	
						----	Manager, Material Control	1235.10	

<u>S</u> <u>O</u> <u>N</u> <u>O</u>	<u>BRANCH</u>	<u>TRADE</u>	<u>RANK</u>	<u>OCCUPATIONAL NOTE</u>	<u>QUALIFICATION</u>	<u>OLD</u> <u>NCO</u> <u>CODE</u>	<u>CIVIL TRADE EQUIVALENT</u>	<u>NEW</u> <u>NCO</u> <u>CODE</u>	<u>REMARKS</u>
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15 E	EXECUTIVE	STORE	MSCPO I / II	Over all in-charge of Vict., and clothing stores To assist Staff Officer at NHQ, Command Headquarters and Depots and Logistics Officers on board ship/ establishments in running able to maintain on board stocks, clothing and mess- traps, Naval Store, Identify and procurement of Air Stores, Deal with office correspondence independen- tly, Advise Staff Officer in Material Management techni- ques to keep the inventory carrying cost to a minimum level, Able to supervise SPP, Duties in depot, MT Pool.	Minimum 15 years of service	300.10	Grade II/Class B Non Gazetted Officer Central / State Govt	3431.10	
						210.10	Administrative Officer	1121.10	
						137.10	Labour Officer / Welfare Officer	2446.10	
						300.10	Section Officer	3431.10	
						300.10	Senior Officer Superintendent	3431.10	
						572.20	Inspector –Central Excise	3442.10	
						571.10	Inspector –CBI/IB	3450.10	
						571.10	Inspector –Police / Para Military Forces	3450.10	
						572.10	Inspector -Customs	3441.10	
						570.20	Fire & Security Officer	3151.20	
						573.10		5169.10	
						153.10	Headmaster Primary School	1229.20	
						360.10	Station Master Indian Railway	1226.60	
						169.50	Public Relation Officer	2419.20	

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16 A	EXECUTIVE	WRITER	WTR I / II	To undertake secretarial duties effectively, Carry out basic accounting duties with various pay allowances, Cash duties, maintenace of Travel forms register and issue of travel forms to entitled personnel, Fire Fighting, Damage control, NBCD Organisation and To carry out duties of look out.	Matric with Science. Initial/Basic training including Sea Training 28 weeks. Minimum 03 years service.	570.30	Fire Fighting	5161.10	
						321.10	Typist	4111.30	
						350.10	Clerk General	4190.10	
						331.10	Cashier General	4211.10	
						341.15	Data entry operator	4113.35	
						574.20	Armed Security Guard	9152.30	
						573.10	Security duties	5169.10	
						350.10	LDC	4190.10	
						16 B	EXECUTIVE	WRITER	
357.20	Booking clerk in Rly/TTE	5112.44							
573.10	Security Supervisor	5169.10							
570.30	Fire / Safety Assistant	5161.10							
440.10	LIC Agent	3412.10							
380.10	Postman	4142.45							
330.20	Accounts Clerk	4121.20							
134.10	Librarian / Book Keeper	2432.10							
350.10	Clerk General	4190.10							

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16 C	EXECUTIVE	WRITER	POWTR	To prepare payment vouchers, claims in respect of pay & allowances, To perform cash duties and deal with traveling entitlements, To take office action on disciplinary cases, To apply the concepts and practices of new managements strategy while assisting logistics officer in budget management. Allowances and Pensions, Cash Duties & Travel Regs, Typing English & Hindi, Computer, New Management Strategy, NBCD and Lookout Duties, EDP, Naval Discipline, NMS.	Minimum 09 years of service	573.10	Security Officer	5169.10	
						571.20	Asst Sub Inspector Police	3450.20	
						357.20	TTE	5112.44	
						361.10	Asst Post Master	1226.80	
						310.20	Kurk Ameen/Lekh Pal/Patwari	4190.40	
						301.10	Land Revenue Inspector	3431.20	
						570.20	Fire Officer	3151.20	
						153.10	Primary School Teacher	3312.10	
						572.20	Sub Inspector Central Excise	3442.10	
						571.20	Sub Inspector CBI/IB	3450.20	
						571.20	Sub Inspector Police	3450.20	
						572.30	Sub Inspector Customs	3441.20	
						440.10	LIC Assistant	3412.10	
						351.10	Senior Store Keeper	4131.10	
302.10	UD Clerk	3431.30							

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16 D	EXECUTIVE	WRITER	CPOWTR	To supervise and co-ordinate secretarial functions, Preparation of draft letter, Deal with correspondence, Naval Administration, NHQ and Command Organization, BRs Accounting, Transfer and Losses, CDs Accounting and Mastering, Render periodical returns and LOPs, Initiate actions for rendition of confidential reports on officers, Progress INBA loans, Knowledge of Rules of family accommodation and HBA.	Minimum 13 years of service	300.10	Grade II/Class B Non Gazetted Officer Central / State Govt	3431.10	
						210.10	Asst Admin Officer Grade II	1121.10	
						137.10	Asst Labour/Welfare Officer	2446.10	
						300.10	Office Superintendent Grade II	3431.10	
						572.20	Sub Inspector Central Excise	3442.10	
						571.20	Sub Inspector CBI/IB	3450.20	
						571.20	Sub Inspector Police	3450.20	
						572.30	Sub Inspector Customs	3441.20	
						570.20	Fire & Security Officer	3151.20	
						573.10		5169.10	
						153.10	Primary School Teacher	3312.10	
						310.10	Gram Panchayat Secretary	4115.30	
						360.10	Asst Station Master Indian Railway	1226.60	
						252.30	Manager Stores	1226.50	
						351.10	Senior Store Keeper	4131.10	
						137.30	Bank Probationary Officer	2446.30	
169.50	Public Relation Officer	2419.20							

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16 E	EXECUTIVE	S WRITER	MCPO WTR II / I	Possesses wide knowledge and practical experience in administration and organizing various type of offices Instruct subordinate as and when required. Secretarial Duties, Pay & Allowances and Pensions, Cash Duties & Travel Regs, Typing English & Hindi, Computer, New Management Strategy, NBCD and Lookout Duties, EDP, Naval Discipline, NMS.	Minimum 15 years of service	300.10	Grade II/Class B Non Gazetted Officer Central / State Govt	3431.10	
						210.10	Administrative Officer	1121.10	
						137.10	Labour Officer / Welfare Officer	2446.10	
						300.10	Section Officer	3431.10	
						300.10	Senior Officer Superintendent	3431.10	
						572.20	Inspector –Central Excise	3442.10	
						571.10	Inspector –CBI/IB	3450.10	
						571.10	Inspector –Police / Para Military Forces }	3450.10	
						572.10	Inspector -Customs	3441.10	
						570.20	Fire & Security Officer }	3151.20	
						573.10		5169.10	
						153.10	Headmaster Primary School	1229.20	
						360.10	Station Master Indian Railway	1226.60	
						570.20	Fire Officer	3151.20	
						153.10	Public Relation Officer	2419.20	
						137.30	Bank Probationary Officer	2446.30	
252.30	Manager Stores	1226.50							
351.10	Senior Store Keeper	4131.10							

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17 A	EXECUTIVE	REGULATING	LPM	Maintains order and discipline on board ships/Establishments, detects and prevents crimes and execute punishments. Responsible for security of ships and VIPs. Distributes and dispatches mails. Traffic control during VIP movements.	One year service as Seaman 1stt class or equivalent, he does 24 weeks Ag LPM qualifying course at Naval Police & Reg School. Minimum 04 years of service.	357.20	Booking clerk in Rly/TTE	5112.44	
						573.10	Security Supervisor	5169.10	
						570.30	Fire / Safety Assistant	5161.10	
						440.10	LIC Agent	3412.10	
						380.10	Postman	4142.45	
						350.10	LDC	4190.10	
						134.10	Librarian / Book Keeper	2432.10	
17 B	EXECUTIVE	REGULATING	RPO	Responsible for maintenance of discipline, law and order, Administration, Security & Intelligence and Vigilance work, Trailing & Surveillance of suspects. Responsible for safe custody and handling of offenders. Trained in crime detection, investigation of cases related to terrorist and explosive offences and other courses at CDTS in India.	Matric, in addition to the above as mentioned at Sl. 1, he does 16 weeks qualifying course at Naval Police and Regulating School & also undergoes 06 weeks Ships Installation Security System course. Minimum 09 years of service	573.10	Security Officer	5169.10	
						571.20	Asst Sub Inspector Police	3450.20	
						357.20	TTE	5112.44	
						361.10	Asst Post Master	1226.80	
						570.20	Fire Officer	3151.20	
						153.10	Primary School Teacher	3312.10	
						572.20	Sub Inspector Central Excise	3442.10	
						571.20	Sub Inspector CBI/IB	3450.20	
						571.20	Sub Inspector Police	3450.20	
						572.30	Sub Inspector Customs	3441.20	
						440.10	LIC Assistant	3412.10	
						302.10	UD Clerk	3431.30	

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17 C	EXECUTIVE	REGULATING	MAA	Takes charge of disciplinary matters on board large ship /establishments. Responsible for safe custody of offenders and POWs in Naval Detention Quarters	In addition to the above, he needs to undergo 14 weeks professional training covering the subjects Naval Law & Civil Law conducted by the experienced and senior advocates of Mumbai, also required to undergo 04 weeks Leadership Course at INS Agrani. Minimum service 13 years.	300.10	Grade II/Class B Non Gazetted Officer Central / State Govt	3431.10	
						210.10	Asst Admin Officer Grade II	1121.10	
						137.10	Asst Labour/Welfare Officer	2446.10	
						300.10	Office Superintendent Grade II	3431.10	
						572.20	Sub Inspector Central Excise	3442.10	
						571.20	Sub Inspector CBI/IB	3450.20	
						571.20	Sub Inspector Police	3450.20	
						572.30	Sub Inspector Customs	3441.20	
						570.20	Fire & Security Officer	3151.20	
						573.10		5169.10	
						153.10	Primary School Teacher	3312.10	
						310.10	Gram Panchayat Secretary	4115.30	
						360.10	Asst Station Master Railway	1226.60	

17 D	EXECUTIVE	REGULATING	MCA-AT-ARM II / I	Responsible for provost organisation of shore establishments. Posses thorough knowledge and considerable experienced in Naval regulations & provost functions. Capable to run a provost organisation and look after the administration of the provost & regulating department. Perform the duties of instructors at training school/ships.	Minimum 15 years of service	300.10	Grade II/Class B Non Gazetted Officer Central / State Govt	3431.10	
						210.10	Administrative Officer	1121.10	
						137.10	Labour Officer / Welfare Officer	2446.10	
						300.10	Section Officer	3431.10	
						300.10	Senior Officer Superintendent	3431.10	
						572.20	Inspector –Central Excise	3442.10	
						571.10	Inspector –CBI/IB	3450.10	
						571.10	Inspector –Police / Para Military Forces	3450.10	
						572.10		Inspector -Customs	3441.10
						570.20	Fire & Security Officer	3151.20	
						573.10		5169.10	
						153.10	Headmaster Primary School	1229.20	
						360.10	Station Master Indian Railway	1226.60	
						153.10	Public Relation Officer	2419.20	