

**BUREAU OF INDIAN STANDARDS (TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES)
REGULATIONS, 1988**

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SCHEDULE 1 :- SCHEDULE

**BUREAU OF INDIAN STANDARDS (TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES)
REGULATIONS, 1988**

G.S.R. 34 (E), dated the 15th January, 1988.1-In exercise of the powers conferred by Sec. 38 of the Bureau of Indian Standards Act, 1986 (63 of 1986), the Executive Committee of the Bureau of Indian Standards with the previous approval of the Central Government, hereby makes the following regulations, namely:

CHAPTER 1
Preliminary

1. Short title and commencement :-

- (1) These regulations may be called the Bureau of Indian Standards (Terms and Conditions of Service of Employees) Regulations 1988.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions :-

In these regulations, unless the context otherwise requires,-

- (a) "Act" means the Bureau of Indian Standards Act, 1986;
- (b) "Appointing Authority" means the Director-General or any other Officer not below the rank of a Director to whom the power of appointment may be delegated by the Director-General;
- (c) "Employees" means officers and employees in the whole time service of the Bureau but does not include a person employed on daily wages;
- (d) "post" means a post under the Bureau;
- (e) "rules" means the Bureau of Indian Standards Rules, 1987;
- (f) "Schedule" means the Schedule appended to these regulations;
- (g) "service" means service under the Bureau;

(h) "Scientific Cadre" means the service cadre of Group 'A' officers appointed to posts specified in the Bureau of Indian Standards (Recruitment to Scientific Cadre) Regulations, 1988;

(i) the words and expressions used in these regulations and not defined but defined in the Act or the rules shall have the meanings respectively assigned to them in the Act or the rules, as the case may be.

3. Application :-

The terms and conditions of service as laid down in these regulations shall be applicable to the employees of the Bureau: Provided that an employee whose services are obtained on deputation by the Bureau shall be governed by the terms and conditions as prescribed by the Central Government for its employees in this behalf subject to the approval of the Central Government in case of any deviation: Provided further that a person appointed on contract or on tenure basis shall be governed by such terms and conditions as may be decided by the Director-General with the approval of the Executive Committee.

CHAPTER 2

Terms and Conditions of Service of Employees

4. Classification of posts :-

The posts in the Bureau shall be classified into Group 'A', Group 'B', Group 'C' and Group 'D' as per the Central Civil Services (Classification Control and Appeal) Rules, 1965.

5. Appointments :-

(1) No person shall be eligible for initial appointment to any post, unless -

(a) he has attained the age of eighteen years; and

(b) he is a citizen of India or belongs to such category of persons as may be eligible for appointment under the Central Government.

(2) No persons shall be initially appointed to a post by direct recruitment on whole time basis for a period exceeding three months, unless he produces a medical certificate of fitness. The standard of physical fitness and the competent medical authorities to examine the fitness of the candidates for such appointment shall be determined by the Director-General for each group of posts on the basis of the practice prevailing in the Central Government from time to time.

(3) The appointing authority shall satisfy himself that the character and antecedents of a candidate selected for first appointment in the Bureau are such as do not render him unsuitable for appointment. Procedure to be followed in this behalf shall be determined by the Director-General on the basis of instructions issued by the Central Government from time to time.

(4) No person,-

(a) who has entered into or contracted a marriage with a person having spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post: Provided that the Director-General may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage, and that there are other grounds for so doing, exempt any person from the operation of this sub-regulation.

(5) Appointments to various categories of posts shall be subject to such reservation and other concessions including relaxation of age limit, for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, physically handicapped persons or any other category of person as may be specified by the Central Government from time to time in this regard.

(6) The appointment to the posts shall be subject to such other conditions as may be specified in the respective recruitment regulations.

6. Appointing Authority :-

(1) Appointments to all posts shall be made by the appointing authority on the recommendation of the Selection Committees as follows:

(a) Standing Staff Committee for Group 'A' posts carrying a scale of pay maximum of which exceeds Rs. 5000;

(b) Selection Committee 'A' for Group 'A' posts carrying scale of pay maximum of which does not exceed Rs. 5000;

(c) Selection Committee 'B' for post in Group 'B'

(d) Selection Committee 'C' for posts in Group 'C';

(e) Selection Committee 'D' for posts in Group 'D' ;

(f) Ad-hoc Selection Committees for direct recruitment to posts to Group 'B', Group 'C' and Group 'D' at Regional Branch and Inspection Offices: Provided that appointments to all posts carrying a scale of pay maximum of which exceeds Rs. 4500 shall be with the approval of the Central Government: Provided further that the officiating

appointments may be made by the appointing authority without recommendation of the appropriate Selection Committee subject to conditions specified for such appointments in the Schedule appended to the Bureau of Indian Standards (Powers of Duties of Director-General), Regulations, 1987.

(2) Recommendations of Selection Committees and Ad-hoc Selection Committees referred to in Cls. (c), (d), (e) and (f) of sub-regulation (1) shall be submitted to the Director-General for approval.

7. Composition of Selection Committees :-

(1) The Standing Staff Committee shall consist of the following members, namely :-

(i) Director-General, who shall be the Chairman of the Committee;

(ii) Representative of the Ministry of Finance on the Bureau ;

(iii) a representative of the Ministry or Department of the Central Government having administrative control of the Bureau;

(iv) two members of the Executive Committee to be nominated by it every year,

(v) one or more specialists to be co-opted by the Director-General.

(2) The Selection Committee 'A' shall consist of the following members, namely :

(i) Director-General, who shall be the Chairman of the Committee;

(ii) Additional Directors) General of the Bureau;

(iii) a nominee of the Ministry or Department of the Central Government having administrative control of the Bureau:

(iv) Officer-in-charge of the Personnel Department in the Bureau: and

(v) one or more specialists to be co-opted by the Director-General.

(3) Selection Committee 'B'. Selection Committee 'C' and Selection Committee 'D' may be appointed by the Director-General consisting of five persons including a Chairman in each case. Composition of these Selection Committees shall be reviewed by the Director-General every year.

(4) Ad-hoc Selection Committees may be appointed by the Director-General consisting of such number of persons as he may consider necessary. Composition of the Ad-hoc Selection Committees shall be reviewed by the Director-General every year.

8. Creation of posts :-

The Executive Committee may create from time to time such number of posts as it may consider necessary with the approval of the Central Government.

9. Probation :-

(1) Every person appointed to a post by direct recruitment shall be on probation for a period of two years : Provided that direct recruits to post carrying a pay scale the minimum of which is Rs. 5000 or above or to posts for which the age of entry is thirty-five years or above and where no training is involved, shall be on probation for a period of one year only : Provided further that persons who are inducted into a new service through promotion shall also be placed on probation for two years, but there will be no probation for a person promoted for one grade to another within the same service, except where the promotion involves a change in the Group 'B' to Group 'A', in which case the probation shall be for two years : Provided further that there will be no probation in the case of officers appointed to various posts on-

(a) Contract basis:

(b) deputation;

(c) tenure basis;

(d) permanent transfer;

(e) re-employment after superannuation.

(2) During the period of probation an employee recruited directly shall be liable to discharge or termination without assigning any reason by giving him a notice for one month or pay in lieu thereof.

(3) On the expiry of the period of probation, steps shall be taken to obtain the assessment reports on the probationer and to-

(a) confirm the probationer/issue order regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of competent authority; or

(b) extend the period of probation by not more than six months or discharge the probationer or terminate the

services of the probationer, as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily : Provided that if the probationer is a promotee, he shall be reverted to his former position instead of terminating his service.

(4) The decision to confirm the probationer or to extend the period of probation as the case may be, shall be communicated to the probationer normally within eight weeks. However, confirmation of the probationer after completion of the period of probation is not automatic but is to be followed by formal orders. As long as no specific orders of confirmation or satisfactory completion of probation are issued to a probationer, such probationer shall be deemed to have continued on probation.

(5) The date from which confirmation should be given effect to the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be, provided a permanent post is available : otherwise he shall be deemed to have completed the period of probation satisfactorily and will there- after continue in a temporary capacity until he is confirmed in a permanent post.

10. Seniority :-

The employees shall be governed by the General Principles for Determination of Seniority in the Central Services issued as Annexure to the Government of India, Ministry of Home Affairs O.M.No. 9-11/ 55-RPS, dated 22nd December, 1959 as amended from time to time.

11. Conduct, control and appeal :-

Provisions of the Central Civil Services (Conduct) Rules, 1964, and the Central Civil Services(Classification, Control and Appeal) Rules, 1965, as amended from time to time, shall be applicable to the employees of the Bureau in the matter of conduct and discipline: Provided that in the case of the Conduct Rules, the prescribed authority shall be the Executive Committee or any other authority to whom such powers may be delegated by the Executive Committee: Provided further that under the Classification, Control and Appeal Rules, the disciplinary authority shall be the appointing authority or any other authority to whom such powers may be delegated and the appellate authority shall be the Executive Committee or any other authority to whom such powers may be delegated.

12. Termination of service :-

The conditions for termination of service shall be the same as applicable to employees of the Central Government.

13. Retirement :-

The employees of the Bureau shall be governed by the Retirement Rules as applicable to the Central Government employees : Provided that officers belonging to the Scientific Cadre shall retire at the age of sixty years.

14. Pay and allowances :-

(1) The scales of pay attached to the posts shall be as set out in the Schedule.

(2) The fixation of pay, grant of increment, joining time and connected matters shall be governed by the same provisions as applicable to employees of the Central Government.

(3) Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Overtime Allowance and other special compensatory allowances shall be the same as applicable to the employees of the Central Government except for such modifications as may be made by the Executive Committee with the approval of the Central Government.

(4) Travelling allowance shall be the same as admissible to the Central Government employees: Provided that the employees shall be eligible for-

(a) daily allowance as follows when they do not stay in a hotel or make their own arrangements:

(b) daily allowance comprising lodging allowance and cash allowance as follows when they stay in a hotel or other establishment providing boarding and/or lodging at scheduled tariffs:

(c) actual expenditure on transport at touring stations limited to the mileage allowance admissible by rail or road as the case may be;

(d) actual expenditure on transport for attending office on closed days, limited to the mileage allowance admissible;

(e) per diem allowance for the duration of the foreign tours as released by the Reserve Bank of India for meetings other than the tours covered by bilateral agreements or sponsored by foreign agencies. When an employee does not stay in a hotel but makes his own arrangements, the rate of allowance will be regulated in accordance with the Travelling Allowance Rules of the Central Government and the difference between consolidated amount released by the Reserve Bank of India and the amount that is admissible shall be refunded to the Bureau in foreign exchange.

15. Leave :-

Employees of the Bureau shall be entitled to such leave and leave salary as admissible to the employees of the Central Government under the Central Civil Services (Leave) Rules, 1972: Provided that employees shall be

entitled to encash earned leave for a period of fifteen days in a calendar year: Provided further that employees under suspension shall not be entitled to leave encashment: Provided further that employees on deputation or on contract appointment shall also not be entitled to leave encashment unless their entitlement to leave encashment is specifically provided for in their deputation/appointment terms and conditions. Explanation.-The procedure for grant of leave encashment and calculation of amount therefor shall be such as the Executive Committee may, by order, determine.

16. Pension :-

The employees shall be governed by the Central Civil Services (Pension) Rules, 1972: Provided that the employees who had specifically elected to be governed by the Contributory Provident Fund Rules (India), 1962, immediately before the date of the commencement of these Regulations shall continue to be governed under the Contributory Provident Fund Scheme.

17. General Provident Fund :-

The General Provident Fund (Central Services) Rules, 1960 shall be applicable to employees who are covered by the Pension Scheme.

18. Gratuity :-

Employees covered by the Contributory Provident Fund Rules (India), 1962, who have completed not less than ten years continuous service, shall be entitled to Death-cum-Retirement Gratuity on resignation, retirement or death as applicable to the Central Government employees under the Central Civil Services (Pension) Rules, 1972.

19. Medical Benefits :-

(1) Employees covered under the Central Government Health Scheme shall be entitled to such medical benefits as extended by the Central Government under that Scheme.

(2) Employees not covered under the Central Government Health Scheme shall be entitled to -

(a) benefits as admissible to Central Government employees under the Central Civil Services (Medical Attendance) Rules, 1944;

(b) ¹ reimbursement of medical expenses including OPD charges if any, for treatment from registered medical practitioner or hospitals upto a monetary ceiling of two thousand rupees per annum"] Explanation.-Reimbursible expenses of medical attendance and treatment will cover charges for the items admissible under the Central Services (Medical Attendance) Rules, 1944.

1. Substituted for "reimbursement of medical expenses for treatment from registered medical practitioners or hospitals upto a monetary ceiling of one thousand rupees per annum.", vide " BUREAU OF INDIAN STANDARDS (TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES) REGULATIONS, 1988" Dt.20th August, 1996 Published in the Gazette of India. Extraordinary, Part II, Sec. 3(i), dated 20th August, 1996 (w.e.f. 20th August, 1996).

20. Benevolent Fund Scheme :-

For providing relief on permanent incapacitation or death of an employee while in service, there shall be a Benevolent Fund Scheme of the Bureau as follows:

(a) each employee shall make a contribution of ¹["Rs. 2/- per employee per month"]to the Benevolent Fund and the Bureau shall contribute to it at the rate of Rs. 2 per employee per month ;

(b) on permanent incapacitation of an employee, he shall be paid ²["an amount of rupees fifty thousand"]; and

(c) on death of an employee during service, ³ ["an amount of rupees fifty thousand"]shall be paid in accordance with the nomination made by the deceased in respect of his General Provident Fund accumulations and where no such nomination exists to such persons as may be eligible to receive the amount under the General Provident Fund (Central Services) Rules, 1960.

1. Substituted for " Rs. 4 per month ", vide " BUREAU OF INDIAN STANDARDS (TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES) REGULATIONS, 1988" Dt.20th August, 1996 Published in the Gazette of India. Extraordinary, Part II, Sec. 3(i), dated 20th August, 1996 (w.e.f. 20th August, 1996).

2. Substituted for "an amount of Rs. 30,000", vide " BUREAU OF INDIAN STANDARDS (TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES) REGULATIONS, 1988" Dt.20th August, 1996 Published in the Gazette of India. Extraordinary, Part II, Sec. 3(i), dated 20th August, 1996 (w.e.f. 20th August, 1996).

3. Substituted for "an amount of Rs. 30,000 ", vide " BUREAU OF INDIAN STANDARDS (TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES) REGULATIONS, 1988" Dt.20th August, 1996 Published in the Gazette of India. Extraordinary, Part II, Sec. 3(i), dated 20th August, 1996 (w.e.f. 20th August, 1996).

21. Personal Accident Insurance Scheme :-

Inspecting officers and such other employees as are engaged in or associated with testing in laboratories or performing duties considered as hazardous by the Executive Committee, shall be covered under the Personal Accident Insurance Scheme of the Life Insurance Corporation of India for the amount indicated below:

22. Staff matters :-

All staff matters requiring the approval of the Executive Committee shall, in the first instance, be referred to the Standing Staff Committee for recommendations.

23. Saving :-

Nothing contained in these regulations shall invalidate anything done or any action taken by the Bureau or any of its officers in accordance with the procedures followed before the commencement of these regulations, if such thing or action was done or, as the case may be, taken validly.

24. Interpretation :-

If any doubt arises relating to the interpretation of these regulations, it shall be referred to the Executive Committee for decision.

SCHEDULE 1
SCHEDULE

(See regulations 2 and regulation 14)	Sl.	
Classification and Designation Scale of Pay in Rupees No.	(1) (2)	
(3)		
Scientific Cadre Group 'A' 1. Additional Director-General \ \ \ \ 5900-200-6700 2. Deputy Director-General \ \ \ \ 5100-150-5700 3. Director (Selection Grade)/ \ \ \ \ 4500-150-5700 System Scientist-E 4. Director/System Scientist-D \ \ \ \ 4100-125-4850-150-5300 5. Joint Director/System Scientist-C \ \ \ \ 3700-125-4700-150-5000 6. Deputy Director/System Scientist-B \ \ \ \ 3000-100-3500-125-4500 7. Assistant Director/System Scientist-A \ \ \ \ 2200-75-2800-E.B. -100-4000 Laboratory Technical Posts 1 Group 'B' 8. Technical Supervisor \ \ \ \ 2375-75-3200-EB-100-3500 9. Senior Technical Assistant \ \ \ \ 2000-60-2300-EB-75-3200 Group 'C' 10. Technical Assistant \ \ \ \ 1400-10-1600-50-2300-EB-60-2600] Administration, Finance and Other Posts Group 'A' 11. Deputy Director-General \ \ \ \ 5100-150-5700 12. Vigilance Officer \ \ \ \ 4100-125-850-150-5300 13. Secretary/Director \ \ \ \ 3700-125-4700-150-5000 14. Officer on Special Duty (SandT) Projects \ \ \ \ 3700-125-700-150-5000 15. Deputy Director/Deputy Secretary \ \ \ \ 3000-100-3500-125-4500 16. Assistant Director/Assistant Secretary/ \ \ \ \ 2200-75-2800-EB-100-4000 Security Officer Group 'B' and Group 'C' 17. Supervisor (Drawing) \ \ \ \ 2375-75-3200-EB-100-3500 18. Reporter \ \ \ \ \ 2000-60-2300-EB-75-3200-100-3500 19. Section Officer \ \ \ \ \ 2000-60-2300-EB-75-3200-100-3500 20. Personal Assistant \ \ \ \ \ 2000-60-2300-EB-75-3200 21. Accountant \ \ \ \ \ 2000-60-2300-EB-75-3200 22. Senior Technical Assistant (Printing) \ \ \ \ 2000-60-2300-EB-75-3200 23. Senior Technical Assistant (Civil) \ \ \ \ 2000-60-2300-EB-75-3200 3 24. Senior Technical Assistant (Editing) 2000-60-2300-EB-75-3200 25. Senior Technical Assistant (Drawing) 2000-60-2300-EB-75-3200 26. Multilith Offset Supervisor 1640-60-2600-EB-75-2900 27. Xerox Supervisor 1640-60-2600-EB-75-2900 28. Deputy Librarian 1640-60-2600-EB-75-2900 29. Technical Assistant (Drawing) 1400-40-1600-50-2300-EB-60-2600 30. Assistant Librarian 1400-40- 1600-50-2300-EB-60-2600 31. Senior Proof Reader 1400-40- 1600-50-2300-EB-60-2600 32. Stenographer 1400-40- 1600-50-2300-EB-60-2600 33. Assistant 1400-40- 1600-50-2300-EB-60-2600 34. Artist 1400-40-1800-EB-50-2300 35. Junior Translator (Hindi) 1400-40-1800-EB-50-2300 36. Master Technician 1400-40-1800-EB-50-2300 37. Junior Engineer 1400-40-1800-EB-50-2300 38. Caretaker 1400-40-1800-EB-50-2300 39. Xerox Operator 1400-40-1800-EB-50-2300 40. Photographer-cum-Artist 1400-40-1800-EB-50-2300 41. Receptionist 1400-40-1800-EB-50-2300 42. Library Assistant 1350-30-1440-40-1800-EB-50-2200 43. Assistant Operator 1200-30-1560-EB-40-2040 44. Senior Technician 1200-30-1560-EB-40-2040 45. Upper Division Clerk 1200-30-1560-EB-40-2040 46. Typewriter Mechanic 1200-30-1560-EB-40-2040 47. Junior Receptionist 1200-30-1560-EB-40-2040 48. Building Supervisor 1200-30-1560-EB-40-2040 49. Junior Stenographer 1200-30-1560-EB-40-2040 50. IBM Operator 1200-30-1560-EB-40-2040 51. Proof Reader 1200-30-1560-EB-40-2040 52. Senior Laboratory Attendant 950-20-1150-EB-25-1500 53. Junior Operator 950-20-1150-EB-25-1500 54. Driver 950-20-1150-EB-25-1500 55. Head Security Guard 950-20-1150-EB-25-1500 56. Key Punch Operator 950-20-1150-EB-25-1500 57. Library Clerk 950-20-1150-EB-25-1500 58. Lower Division Clerk 950-20-1150-EB-25-1500 59. Binder 950-20-1150-EB-25-1500 60. Embossing Machine Operator 950-20-1150-EB-25-1500 61. Senior Gestetner Operator 950-20-1150-EB-25-1500 62. Senior Library Attendant 950-20-1150-EB-25-1500 63. Garden Chowdhury 950-20-1150-EB-25-1500 64. Despatch Rider \ \ \ 950-20-1150 EB-25-1400 65. Calligraphist \ \ \ 950-20-1150-EB-25-1400 66. Plumber \ \ \ 950-20-1150-EB-25-1500 67. Carpenter \ \ \ 950-20-1150-EB-25-1500 68. Mistry \ \ \ 950-20-1150-EB-25-1500 69. Technician \ \ \ 950-20-1150-EB-25-1500 Group 'D' 70. Laboratory Attendant \ \ \ 800-15-1010-EB-20-1150 71. Liteary Attendant \ \ \ 800-15-1010-EB-20-1150 72. JuniOTGestetner Operator \ \ \ 800-15-1010-EB-20-1150 73. Lift Attendant \ \ \ 800-15-1010-EB-20-1150 74. Reconi Sorter \ \ \ 800-15-1010-EB-20-1150 75. Senior Helper \ \ \ 775-12-955-EB-14-1025 76. BeUar \ \ \ 750-12-870-EB-14-940 77. SafaiKaramchari 750-12-870-EB-14-940 78. Mali \ \ \ 750-12-870-EB-14-940 79. Farash \ \ \ 750-12-870-EB-14-940 80. Security Guard/Watchman \ \ \ 750-12-870-EB-14-940 81. Helper \ \ \ 750-12-870-EB-14-940 \ \ \ \ Selection Grades In the Laboratory Technical Posts and Administration, Finance and Other Posts, Selection Grade exist for the posts mentioned below, which are personal to the employees to whom these have been given and shall be wasted out on their promotion/retirement. Laboratory Technical Posts 82. I [Technical Assistant] \ \ \ 2000-60-2300-EB-75-3200 Administration, Finance and Other Posts 83. Xerox Supervisor \ \ \ 2000-60-2300-EB-75-3200-100-3500 84. Deputy Librarian \ \ \ 2000-60-2300-EB-75-3200-100-3500 85. Assistant \ \ \ 2000-60-2300-EB-75-3200 86. Assistant Librarian \ \ \ 1640-60-2000-EB-75-2900 87. Master Technician \ \ \ 1640-60-2600-EB-75-2900 88. Caretaker \ \ \ 1640-60-2600-EB-75-2900 89. Receptionist \ \ \ 1640-60-2600-EB-75-2900 90. Typewriter Mechanic \ \ \ 1400-40-1800-EB-50-2300 91. Driver \ \ \ 1200-30-1440-EB-30-1800 92. Senior Laboratory Attendant \ \ \ 1200-30-1440-EB-30-1800 93. Head Security Guard \ \ \ 1200-30-1440-EB-30-1800 94. Calligraphist \ \ \ 1200-30-1440-EB-30-1800 95. Despatch Rider \ \ \ 1200-30-1440-EB-30-1800 96. Senior Library Attendant 1200-30-1440-EB-30-1800 97. Embossing Machine Operator 1200-30-1440-EB-30-1800 98. Library Attendant 950-20-1150-EB-25-1400 99. Lift Attendant 950-20-1150-EB-25-1400		