

## DUTIES OF TM, TTA & SR TOA 'S

### AS PER DOT NO.29-1/96 – TE – II DATED 03.04.1996.

Scheme of cadre restructuring was introduced in the Department in October'1990 vide Memo no. 27-4/87-TE-II dated 16.10.90 as a consequence of which following new cadres have been created.

1. Phone Mechanic.
2. Telecom Technical Assistant.
3. Senior Telecom Operating Assistant

#### **1. Duties of Phone Mechanics**

Cadre of Phone Mechanic has been created as a result of the cadre restructuring scheme introduced in the Department in October'90 Vide memo no above.

The Phone mechanics would eventually replace the following cadres:

1. Cable Lineman,
2. Sis / LIs
3. Wireman including those placed in OTBP / BCR Scales
4. Splicers including those placed in OTBP / BCR scale.

Where as Phone Mechanics would predominantly work in the technology areas, they would also be required to perform the duties which are being presently performed by the above cadres who will since be phased out in due course of time.

The duties of the Phone Mechanics to be performed under overall guidance of TTAs/JTOs are given below.

#### **A. Overhead lines.**

1. **General:** Prepare diagrams store lists, maintain muster roll, keep records. Diaries climb poles without help of any appliance.
2. **Construction:** Assemble and erect poles, stays, bracket struts etc, erection, leveling and jointing of wires and associated line construction work, lay cables, run construction parties.

3. **Maintenance:** Patrolling lines, giving tests for localizations of faults, rectification of faults, attending to subscriber's loops, run maintenance parties.

#### **B. Equipment.**

4. **General:** Repair of faulty cords, keys, jacks, lamps, and lam strips, fitting and replacing protective devices including GD tubes, installation and maintenance of primary and secondary batteries and power plants, testing instruments, fire fighting equipment cleaning of equipment.
5. **Wiring: Fitting** and wiring in subscriber offices, paying, fencing, lacing, tagging, termination and soldering/ wrapping/IDC Termination of switch board cables and jumper at MDF, IDF, TDF and Cabinets, Pillars and DPs, wiring and testing of trunk and local boards, PBX, PABX boards, all auto and electronic exchange, carrier and VFT interstice Coaxial, microwave stations, telegraph offices and all electrical installations.
6. **Fault Rectification:** Faults in manual switch- boards, Rural Exchanges including Electronic Exchanges, faults in Telephone instruments including plan instruments, Morse sets and associated equipments in Telegraph office.

#### **C. Cable Work.**

7. **General:** Preparing diagrams, pressurization of cables installations of gas pressure system, alarm and Schrader valves, gas barrier etc, feed gas and take pressure readings, be conversant with color codes of cables.
8. **Maintenance and construction:** Testing of cables laying and jointing under ground cables of all types, making through schedule, branch vertical and the joints, termination of UG cables, switch board cables on MDF, DP and Cabinets, installation and fitting of loading coils, testing, localization and rectification of cable faults, retrieval of faulty pairs, use of test instruments, including pulse echo tester, joining of optic fiber / coaxial cables, building, of pairs by rearrangement in cabinets / pillars.
9. **Miscellaneous:** Assisting TTA, JTO and other superiors in maintenance, constructing and installation of switching and transmission equipment.
10. Any other duties assigned by his seniors.

## 2. Duties of Telecom Technical Assistants. (TTAs)

A cadre of TTAs has been created as a result of the Cadre Restructuring Scheme introduced in the Department in October'90 vide Memo no. 27-4/S4-TE II dated 10.10.90. The TTAs would eventually replace the following cadres:

- (I) Technicians, Technical Supervisors, Senior Technical Supervisors and Chief Technical Supervisors.
- (II) Pis/AEAs/WO s and TA s.

Where as predominantly the TTAs would be concerned function with the maintenance function in the new technology areas, they would also be required to perform the function which are being presently performed by the above cadres which will since be phased out in due course of time.

There will be two streams in which the TTAs would be trained namely.

1. TTA s (Switching)
2. TTA s (Transmission)

The duties of TTA s to be performed under overall guidance of JTO / SDE are listed below.

### TTA (Switching)

1. Installation and maintenance of all types of local and TAX exchanges including electronic exchanges, telex exchanges, concentrators, PABX s trunk boards, special services, positions/ electro Technical switching systems, auto manual positions and the associated MDF / IDF/ TDE etc.
2. Installation and maintenance of all types to telegraph instruments and apparatus, Tele-printers, EKB, EKBC, SFMSS and other associated apparatus.
3. Installation and maintenance of power plant, battery, all types of ringers, air conditioning equipments, pumps, motor, engine alternators, electrical installations, fans, and desert coolers.
4. Assist JTO in installation and maintenance of computer LANs, PCs and related equipments.

5. Carry out daily, weekly and monthly tests on local and junction lines, switching and junction equipments, Localization and repair of faults in all types of exchanges.
6. Adjustment and repair of auto equipment relay set, uniselectors, two motion selectors, multi switches/relays alarms and supervisory panels, test instruments etc.
7. Taking traffic readings, preparation of fault statistics, fault analysis and maintenance of records, logbooks, and inventory control, fault register.
8. Perform all jobs connected with technical maintenance/ installation as assigned by JTOs/Officer in charge which may including wiring, jumpering, soldering, painting of equipment, cutting, bending, drilling etc.
9. Independently operate and maintain electronic exchange system up to 500 lines, if required.
10. Repair center work of all types of telecom equipments including power plant.
11. Maintenance of fire fighting and equipments.
12. Installation and maintenance of small capacity UHF carrier systems including stackable carrier system and MARRs.
13. Supervise the work of Phone mechanic when required under overall guidance of JTO / SDE.
14. Carry out any other duties assigned by the seniors.

## 2.TTA (Transmission)

1. Installation, maintenance and testing types of open – wire carrier, VFT, Interstice, coaxial, MARR, PCM, optical fiber, microwave, satellite and other type of transmission systems with all associated equipments.
2. Installation and maintenance of wireless equipment, transmitters and receivers, Morse sets masts, aerials etc.
3. Sending, receiving and monitoring traffic on wireless links of all type, pass messages on phone, operate auto transmitters of for weather and traffic broadcasts as well as ship to shore weather safety/distress messages, providing communications as per national and international practice.

4. Carry out testing, locating and jointing work in case cable break down faults.
5. Splicing and splice closure work of OFC and termination of OFC of fiber distribution frame.
6. Operation of PCT.
7. Maintenance of TNE/GAS.
8. Maintenance of Logbooks, fault registers etc.
9. Supervise the work of phone mechanic when required.
10. Perform in charge duties when required.

## 2. Duties of Sr TOA s:

Cadre of Sr.TOA has been created as a result of the Cadre Restructuring Scheme Introduced in the Department in October'1990 vide Memo no.27-4/7-TE II dated 16.10.90.

1.The Sr TOA would be predominantly utilized for handling Computer Jobs; Corresponding to the TOAs there will be 4 streams in the Sr.TOA cadres as given below.

1. Sr. TOA (Phones)
2. Sr. TOA (General)
3. Sr. TOA (Telegraphs)
4. Sr.TOA (Telegraphy General)

2.The Duties of the Sr.TOA cadre to be performed under the overall guidance of JTO/SDEs are listed below.

### (i) Sr.TAO (Phones)

1. Operation of computerized Directory Enquiry, Computerized Trunk Booking, Data Processing, fault control positions and CTMX positions into the trunk and local exchange network.
2. Operation of Computerized key board and associated VDU.

3. Maintenance of Computerized cable records, directory enquiry and customer records.
4. Operation of local, trunk, special services, international trunk, test, fault control positions etc, confirming to standard operating procedures and maintain position logbook.
5. Speak with fluency in Hindi, English and regional language and speak with utmost courtesy to the customer and provide all possible assistance to the satisfaction of customers.
6. Recording customer complaints and testing of customer lines, directing maintenance staff for rectification of faults and obtain clearance from customers.
7. Attending to local telephone directory enquiry, assistance and time services.
8. Acquire adequate knowledge geography to be able to handle trunk calls expeditiously.
9. Reading subs meters, computerized bill registers and preparing necessary records.
10. Carry out any other duties assigned by the seniors.

(ii) **Sr.TAO (General)**

1. Handle all computerized jobs in the office including word processing, sending and receiving electronic mail, preparation of report and statements pay roll, and TRA Work.
2. Receive Dak, register including and out going letters and papers, distribute and dispatch Dak to various sections/ assistants/ offices.
3. File incoming letters/Dak and process the case for proper disposal including preparation of drafts, statements and reports.
4. Process cases pertaining to new telephone connections, shifting, closing, disconnections, leased telephone / telegraph circuits etc.
5. Typing of letters, correspondence, estimates, returns and statements etc.
6. Process cases in establishment, staff works, accounts, budget and administration and prepare returns and statement etc.
7. Attend to complaints and keep watch on/guide Group 'D' staff in his work.

8. Assist Telecom Assistant / JTO / AE / SDO in preparation of detailed / project estimates.
9. Any other duties assigned by seniors.

**(iii) Sr. TOA (Telegraphy)**

1. Operation of EKB and EKBC and terminals connected to SFT / SFMSS.
2. Operation of computer / word processor on computerized functions in a Telegraphy office.
3. Transmission and receiving messages in English on Morse circuits / Tele printers/ Tele machines.
4. Verification of Physical /channel telegraph circuits for satisfactory operations.
5. Upkeep of Telegraph instruments and Tele-printers.
6. When posted in unified telegraph office accept and book telegrams from public, handle cash, issue receipts and carry out all financial and administrative duties. Speak with utmost courtesy to the public and provide all possible assistance to the public.
7. Booking of local, STD and International calls on public Telephones.
8. Perform supervisory duties when required to do so.
9. Perform clerical functions and maintain logbooks etc.
10. Perform Telegraph functions in Telecom centers.
11. Any other duties assigned by the seniors.

**(iv) Sr. TOA (Telegraphy General)**

1. Operation of computer/ work processor in Telegraph offices including Telecom Centers.
2. Accepting and booking of Telegrams and realizing due charges from public at the public counters.
3. Booking of Trunk / International and local calls, issue receipts to the public.
4. Guiding and assisting public in expediting calls.

5. Booking of Phonograms on phone, preparing and passing the message to the I.R. for transmission.
6. Sorting all A and B messages to be transmitted and sending to transmission points.
7. Checking all the transmitted messages and entering the details in registers.
8. Sorting of all C messages received for delivery and arranging expeditious delivery of messages.
9. Attending to public complaints of non-delivery or late delivery of Telegrams, speaking with utmost courtesy to the public and provide all possible assistance to the public.
10. Sorting of Dak, entering in receipt dispatch register, maintaining files and registers, process and disposal of cases relating to establishment, staff, accounts, stationary and other general cases, prepare statements returns.
11. Typing of letter / comparative statements etc. including use of word processor.
12. Any other duties assigned by the seniors.