

SPECIAL RECRUITMENT DRIVE FOR JUNIOR OFFICERS (GROUP B) - 2016



Needs Professionals

THE COMPANY

Balmer Lawrie, a public sector company under the Ministry of Petroleum & Natural Gas, is a professionally managed, multi-location, diversified conglomerate having presence in manufacturing as well as services sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the Organization to achieve leadership position in many of its businesses.

PRODUCTS AND SERVICES

The Company operates in various business segments through Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Industrial Greases & Specialty Lubricants, Steel Barrel, Corporate Travel and Logistics Services. The Company also has significant presence in most of the other businesses it operates in, namely, Refinery & Oil Field Services [ROFS], Leather / Performance Chemicals, Logistics Infrastructure, etc.

CURRENT OPENINGS

As part of a **Special Recruitment Drive** for Officers in Grade O1 (Pay Scale Rs.9000 - 22000), the company is looking for qualified and experienced Indian Nationals to man a key roles in the Officers' Cadre (Group B) in **SBU - Greases & Lubricants** as per details given below:

S. No	Role	Level (Grade)	SBU-Location	No. of Vacancies	Minimum Qualification	Preferred Qualification	Max Age	Minimum Post Qualification Relevant Experience (years)
1	Junior Officer (HR & Admin) - O1	Officers' Grade O1	Greases & Lubricants, Kolkata	1 (one) PwDs are eligible	Graduate (Any Discipline)	MSW or MBA [HR]	35 years	3 years <i>(Candidates with experience of 10 years in Factory/ Industrial Set up with experience in HR - ERP would be preferred.)</i>
Indicative Job Description		<p>The incumbent will be responsible for</p> <ol style="list-style-type: none"> 1. Responsible for all day to day activities in relation to Estate Management of factory owned and leased properties in the region. Incumbent is required to ensure that all approvals, licenses, certificates in respect of factory, equipment, etc. are obtained / renewed and updated in time. 2. Upkeep and maintenance of all factory owned/hired vehicles, verification of document relating to usage ensuring that company's policies are followed. 3. Liaise with Municipal Corporation/ other utility/ connectivity service providers to ensure smooth running of the establishment in the region. The incumbent is also responsible for floating of tenders, issuing purchase orders/ service contracts, processing all related papers, release of payments, reconciliation, etc 4. Responsible for overseeing the housekeeping activities in the factory 5. Ensuring timely processing of papers related to AMC coverage/ renewal of coverage for all equipment viz. AC/ Pest control/ Water Purifier/ EPBAX/ Photocopier etc. related to all company properties in the location 6. Responsible for day to day operational issues related to record management through appointed external agencies in the region 7. Responsible for handling all administrative procurement and maintenance of furniture and various equipment 8. The incumbent is also required to oversee the manpower deployment issues related to the function, which includes duty assignment to the drivers, deployment of security personnel across premises where company has interest. He or she is also responsible for addressing issues related to discipline, absenteeism etc. 						

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| | <p>9. Responsible to effectively manage insurance related matters, i.e ESI & Workmen's Compensation including following up to ensure timely settlement of claim in favor of the company</p> <p>10. Required to oversee effective planning and deployment of shared resources, manpower and assets, in the administration to effectively control overhead cost in the location</p> <p>11. Incumbent is responsible for providing all administrative support related to important guest visits & Govt. Officials in the Company at the location.</p> <p>11. Facilitate in T&D and other HR initiatives of the company</p> <p>12. Incumbent should be well conversant in ISO & OSHAS norms</p> <p>13. Maintain positive and harmonious IR environment in the Factory.</p> <p>Any other tasks that may be assigned from time to time.</p> |
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Note:

1. The cut-off date for minimum qualification, post qualification relevant experience & maximum age is **10th May, 2016**.
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

GENERAL CONDITIONS:

1. Scale of Pay and Compensation:

Grade(s)	Basic Scale (Rs.)	CTC Range (Rs / lakhs per annum)
O1	*9000 - 22000	3 - 8

*Scale due for revision with effect from 01.01.2017

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, Performance Related Pay, encashment of earned leaves, Pension Scheme benefits, work related benefits and Retiral benefits as applicable.

Selected candidate for the above position shall be placed in Grade O1, Scale of pay Rs.9000 - 22000 and actual compensation package offered shall depend on qualification, experience, etc. Deserving candidates may be paid higher compensation based on qualification & quality of experience.

2. Eligibility Conditions

- (i) Only Indian Nationals, aged 18 years and above, are eligible to apply.
- (ii) Before applying for the post, candidates should ensure that she/he fulfils the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD. being the Appointing Authority shall be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which she/he has applied. If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, his / her candidature shall be cancelled and if appointed, services shall be terminated forthwith without any notice or compensation. No correspondence shall be entertained in this regard.
- (iii) The cut-off date for reckoning Maximum Age Limit, Minimum Qualification and Minimum Post Qualification Experience shall be the date of Publication of Advertisement [where there are multiple dates of advertisement, it shall be the earliest of such dates] i.e. **10.05.2016**. The cut-off date for determining all eligibility criteria i.e. **10.05.2016** would remain same even if the last date for submission of online application / payment of fee is extended for administrative / technical reasons.
- (iv) The Candidates should correctly enter the Start Date & End Date for work experience details as the same shall be reckoned for checking eligibility against Post Qualification Experience.
- (v) Exact percentage of marks upto 2 places of decimal should be mentioned for all Qualifications. E.g. 59.9% should NOT be rounded off to 60%.
- (vi) The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for shortlisting and or final selection. Candidates shall be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised role.
- (vii) Over-Qualification of a candidate shall lead to rejection. Any Qualification of 2(two) years duration or more which is AICTE/ UGC approved/recognized shall be treated as over-qualification wherein it is obtained over and above the minimum specified qualification. The Company's decision shall be final in this regard.
- (viii) All qualifications, where applicable, should be from AICTE/UGC recognized/affiliated institutes/colleges/universities. Candidates, if asked, may be required to produce relevant certificate from Principal / Dean of the Institute in support of approval / recognition of the Institute & Course by AICTE/UGC during the selection process as per the advice of the Company. In the event where the qualification acquired is not found to be recognized by AICTE/UGC post selection, the appointment shall be terminated without further notice.
- (ix) Concealment of higher qualifications by the applicant shall disqualify his/her candidature.
- (x) Candidates who are awarded Gradations under the CGPA system, if asked, may be required to produce proof issued by the University / Institute converting the CGPA Gradations into appropriate percentage during the selection process as per the advice of the Company.
- (xi) The job description mentioned above is only indicative. It may change based on the requirement of the company and discretion of the management.

3. Concessions, Relaxations & Reservations

- (i) Relaxations / Reservations etc. for SC/ST, PWD and OBC (Non Creamy Layer) shall be as per Government Rules/Presidential Directives.
- (ii) Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) - non creamy layer candidates.

- (iii) The Caste/Tribe/Class certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs as attached as Annexure I & II shall only be accepted as proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe or to Other Backward Class.
 - a) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
 - c) Revenue Officer not below the rank of Tehsildar; and
 - d) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
 - (iv) The Upper age limit for Persons with Disabilities (PWD) is relaxable by 10 years for candidates belonging to General Category, 15 years for ST/SC Category and 13 years for OBC-Non Creamy Layer Category. PWD candidates in any of the three categories (Blindness or Low Vision; Hearing Impaired; and Locomotor disability or Cerebral Palsy) are eligible to apply. Persons with 40% or more Disability shall be eligible for relaxation. Sub-category of disability, i.e. visually handicapped (VH), hearing handicapped (HH) and orthopedically handicapped (OH) may also be indicated.
 - (v) Candidates from SC/ST/OBC (non-creamy layer) category should produce the original caste certificate issued by Competent Authority in the approved format as per the guidelines of Government of India (Format attached as Annexure I & II) in support of their claim, during the selection process as per the advice of the Company. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature shall not be considered and his/ her travelling expenses shall not be reimbursed.
 - (vi) The PWD candidates shall possess a Certificate to this effect issued by the Board/countersigned by the Medical Superintendent/Chief Medical Officer/Head of Hospital of Government. Format attached as Annexure III. Necessary assistance for access & seating shall be provided to PWD candidates during the selection process as per the advice of the Company.
 - (vii) The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions.
 - (viii) Upper age limit is relaxable for Ex-Servicemen (ES) as per extant applicable rules issued by the Competent Authority.
 - (ix) The candidate's appointment shall remain provisional till such time as the Caste/ Tribe/ Class (NCL) certificates and other testimonials are verified and certified by appropriate authority as genuine. The candidate's services shall be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC/PWD/ES category and other testimonials, if any, is found false. BALMER LAWRIE & CO LTD also reserves the right to take such further action against the candidate, as it may deem proper, for production of such false caste certificate.
4. Candidates employed with Government Departments/PSUs/Autonomous Bodies shall be expected to submit No Objection Certificate (NOC) during the selection process as per the advice of the Company. Please note that candidates employed with Government Departments/ PSUs / Autonomous Bodies are advised to apply through proper channel, obtaining necessary NOC. In the absence of NOC, no benefit related to continuity of service and/ or Pay Protection shall be admissible to an applicant who is presently serving Government Departments/ PSUs / Autonomous Bodies.

5. Place of Posting:

The place of posting can be anywhere in India or abroad depending on the exigencies of work and business needs of the Company.

The Company reserves the right to create a panel through empanelment of candidates if more than one candidate is found suitable and offer employment opportunity to such empaneled candidate in future in similar role at same or different location. However, the panel shall remain confidential and no communication/ queries in this regard shall be entertained and/ or responded to.

6. Mode of Selection & Nature of Question Paper:

- (i) The mode of selection is through an All India Written Examination. The Company may conduct additional i.e. second level selection process viz. Case study, presentation, etc. as the Company may deem fit.
- (ii) The examination shall consist of a single paper of 2 hours estimated duration having objective type multiple choice questions, which shall be conducted through Pencil-Paper mode. Candidates shall be required to carry pen, pencil, eraser, sharpeners and other necessary stationary on their person on the date of the Written Examination.

(iii) Only short listed candidates who are found prima facie eligible based on the details given in the application form shall be called for the Written Test.

(iv) The tentative plan of conducting the Written Test is as follows:

Sl. No.	Position	Examination for	Time Slot
1	Jr. Officer (Plant Operations)	Engineering	Examination in First Half on the day of the Written Test
2	Jr. Officer (Industrial Marketing)		
3	Jr. Officer (Electrical)		
4	Jr. Officer (Production)		
5	Jr. Officer (Electronics)		
6	Jr. Officer (Estate Administration)		
7	Jr. Officer (Production)		
8	Jr. Officer (Cash)	Accounts & Finance	Examination in Second Half on the day of the Written Test
9	Jr. Officer (A&F)		
10	Jr. Officer (HR & Admin)	HR & Admin	
11	Jr. Officer (Air Operations)	Operations/ Logistics	
12	Jr. Officer (Custom Operations)		
13	Jr. Officer (Warehouse Operation)		
14	Jr. Officer (QA) – Silvassa & Chennai	Science (Chemistry)	

7. Travelling Allowance [TA]:

- (i) No Travel expenses shall be paid to any candidate for appearing in Written Test, other than those belonging to SC, ST and PwD categories. Reimbursement in case of these categories shall be limited to Sleeper Class to and fro rail fare by the shortest route on production of original journey tickets. Those who are entitled for reimbursement of TA shall be required to carry their original caste/ tribe/ PwD Certificates on person on the date of Written Test for verification.
- (ii) Outstation candidates who are shortlisted and attend the second level selection process if any shall be reimbursed Sleeper Class to and fro rail fare by the shortest route on production of original journey tickets. In case of travel by higher class, the reimbursement shall be limited to the eligible class fare only. Reimbursement of travel fare is subject to producing all the necessary credentials as shall be specified in the Call E-mail.
- (iii) The Format for seeking reimbursement of TA for attending Written Test/ second level selection process shall be communicated along with Call E-mail.
- (iv) All reimbursements shall be made through Bank Transfers only. It is the responsibility of the candidate to ensure that all details pertaining to bank account are mentioned correctly in the TA Form.
- (v) BALMER LAWRIE & CO LTD shall not be responsible/ liable for non-payment &/or non-receipt in case information furnished is incomplete or incorrect.

8. Scheme of Examination:

- (i) The pattern of the question paper shall be multiple choice objective types with negative marking. Candidates shall undergo a multiple choice type examination. The duration of the examination shall be communicated in the Call E-Mail, however it shall not be more than 2 Hrs.
- (ii) The indicative and general structure of the MCQ for Written Test is as under:

Paper	Subjects	Marks	Negative Marking	Duration
Part I	General Ability Test	40	Yes	Maximum 2 hours
Part II	Discipline/ Function	60	Yes	
Total		100		

9. Choice of Examination Centre:

- (i) The Written Test shall be held in 5 cities i.e. Delhi, Mumbai, Chennai, Hyderabad and Kolkata.
- (ii) The candidates shall be required to indicate 2 preferences for Examination Centre out of the 5 centres mentioned above. The Company reserves the right to select the final Centre for the applicant from the 2 preferences. No request for change in the Examination Centre shall be entertained.
- (iii) In case of adequate number of applicants the Company may operate a centre in any one of the North Eastern States, in which case all applicants having Kolkata as preference number 1 and having present address in any of the North Eastern States shall be assigned Examination Centre at any of the North Eastern States.

10. How To Apply

- (i) The candidate shall be required to register himself/ herself using the link https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#
- (ii) After creation of his/ her profile, the candidate shall be required to apply against the appropriate job by going into the “**Employment Opportunities**” tab.
- (iii) After successful submission of application, the candidate shall receive a mail in his registered email id with the application details and the SBI challan for submission of application fee.
- (iv) The candidate shall be required to take a print of the challan and deposit the application fee at any of the SBI Branches across the country.
- (v) 2 copies of the challan i.e. the candidate and Company copy shall have to be retained with the applicant and the Company Copy shall be submitted at the time of the Written Test.
- (vi) Any query with regard to the application process may be sought by putting a feedback in the <http://balmerlawrie.com/feedback> link.
- (vii) **Last date for submission of applications is 28th May, 2016**. Any communication as regards extension of last date of application shall be published on the Company’s website only.

11. Online Application:

- (i) Online submission of application is permitted on the website between 0000 hours on **10.05.2016** till 2359 hours on **28.05.2016**.
- (ii) Incomplete applications, applications not received online or applications received after the due date SHALL BE REJECTED SUMMARILY.
- (iii) One Candidate shall be allowed to apply against one position only once. In case multiple applications are submitted for the same post, then both the applications shall stand rejected.
- (iv) Request for change of Mailing address / Email / category / posts as mentioned in the application shall not be entertained.
- (v) The candidates should clearly and correctly write their mobile number and correct email address. Please note that all communication from the Company related to this recruitment exercise shall be sent only through e-mail and those shall be sent to the registered mail ids only.
- (vi) Category (SC/ST/OBC [NCL]/PWD/ES) once mentioned in the application form shall not be changed and no benefit of other category shall be admissible later on.
- (vii) Online applications containing incorrect / misleading information shall lead to the candidate being disqualified, as and when detected, irrespective of the stage of selection process and shall also lead to dismissal from services of BALMER LAWRIE & CO LTD, on its detection at any time after appointment. BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.

12. Application Fee:

- (i) The prescribed Application Fees is Rs.500/- (Rupees five hundred only) plus bank charges as may be applicable for all applicants, unless exempted under Clause - 12(iv). The Application Fees shall be payable through State Bank of India Challan in favour of Balmer Lawrie & Co. Ltd.
- (ii) The Application Fees payable is INR 500 per application plus bank charges as may be applicable. In case a candidate applies for more than one position, she/ he shall have to submit Application Fees as many times. Applications not supported by Application Fees shall be treated as incomplete and shall be summarily rejected.
- (iii) The application submitted for a position shall be considered for shortlisting only on credit of Application Fees in Balmer Lawrie account.

- (iv) The applicants only belonging to SC/ST/ PWD Categories shall be exempted from payment of Application Fees.
 - (v) Fee once paid shall NOT be refunded under any circumstances nor can be held in reserve for any other examination or selection.
 - (vi) For payment of Application Fees, SBI Challans shall be mailed to applicants in the registered email id.
 - (vii) Submission of Application Fees in SBI branches shall start on 14.05.2016 and the last date for submission shall be 03.06.2016.
13. The candidates shortlisted for the second level selection process in case the Company chooses to do so, shall be required to bring the following original certificates along with attested photocopies as documentary proof at the time of the second level selection process else the same shall be verified at a designated date prior to issuance of appointment letter:
- (i) Proof of Age (birth certificate issued by Competent Authority / school leaving certificate / passport copy)
 - (ii) Educational Qualifications (All the Mark sheets & Pass Certificates starting from Matriculation (Class 10) to the highest qualification attained)
 - (iii) Service/Experience Certificates of all past employments & proof of date of joining & continuity in the present Organization.
 - (iv) Last Salary Certificate/ Payslips (Last 3 months) (if applicable)
 - (v) Caste/ Tribe/ Class/ Status Certificate (applicable for SC/ ST/ OBC/ PwD/ ES)
 - (vi) Copy of PAN Card
14. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
15. Similarly, the Company reserves the right to increase the number of vacancies purely on need basis at any point of time during recruitment process.
16. Appointment and continuation of service of the candidate in BALMER LAWRIE & CO LTD shall also be subject to Medical fitness, satisfactory reference check and verification of Character and Antecedents (C&A) by the prescribed/ appropriate authority.
17. At any stage of this recruitment process including after recruitment or joining, in case it is found that the candidate has given incorrect information while filling up the online application form or has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred for all appointments in BALMER LAWRIE & CO LTD and his/her application / appointment shall be rejected with no reimbursement of travel fare.
- (i) Has provided wrong information or submitted false documents
 - (ii) Has Suppressed relevant information
 - (iii) Does not meet the eligibility criteria prescribed for the post
 - (iv) Has resorted to unfair means during the Written Test /Recruitment process
 - (v) Is found guilty of impersonation
 - (vi) Has created disturbance affecting the smooth conduct of the Written Test at the test centre or at any other stage
 - (vii) Has uploaded non-human or irrelevant photograph.
18. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
19. Any canvassing directly or indirectly by the applicant shall lead to disqualification of her/his candidature.
20. Request for change of discipline, post, test centre, test date and timing shall not be entertained after submission of online application and BALMER LAWRIE & CO LTD shall not be responsible for overlap of test dates/slots if any.
21. Balmer Lawrie shall not be responsible for any loss of email communication sent, due to invalid/incorrect email id/wrong postal address/postal delays/loss in transit etc. No request in this regard shall be entertained.

22. The Company reserves the right to shortlist candidates depending upon the number of vacancies and applications received, etc., and also to decide the modalities for recruitment whether through Written Test and/or any other second level selection process viz. case study, presentation, group discussion or all of these and the venue/schedule thereof.
23. In case of any ambiguity / dispute arising on account of interpretation in versions other than English, the English version shall prevail.
24. The Company may at its discretion, hold re-written test, wherever necessary in respect of a Centre / Venue and / or all centres / candidates in case of any eventualities.
25. No Correspondence shall be entertained by the Company with regard to recruitment.
26. Any dispute with regard to recruitment against this advertisement shall be settled within the jurisdiction of Kolkata Court only.

27. Important Dates:

1.	Online Registration/Application Start Date	10.05.2016
2.	Payment of Application Fees Start Date in SBI Branches	14.05.2016
3.	Last Date for Submission of Online Application	28.05.2016
4.	Last Date for payment of Application Fees	03.06.2016
5.	Date of Written Examination (Tentative)	10.07.2016

FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari* _____ son/daughter* of _____ village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe* under:

*The Constitution (Scheduled Castes) Orders, 1950:

*The Constitution (Scheduled Tribes) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

*The Constitution (Jammu and Kashmir) Scheduled Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970.

* The Constitution (Sikkim) Scheduled Tribes Order, 1978.

2. Shri/Shrimati*/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____.

Place _____

Date _____

Signature _____

Designation _____

(with seal of office) State/Union Territory

* Please delete the words which are not applicable.

Note: The term “Ordinarily resides” used here shall have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA**

This to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part I Section I dated 13th September, 1993*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that she/he does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt(SCT) dated 8.9.1993*.

District Magistrate,
Deputy Commissioner etc.

Dated:

Seal

* as amended from time to time.

NOTE: The term “Ordinarily ” used here shall have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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FORM OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)
NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date: _____

DISABILITY CERTIFICATE

1. This is certified that Smt/Shri/Kum _____
son/daughter of Shri _____
age _____, sex Male/Female having identification marks as below:

_____ is suffering from permanent disability of following category :

A. Locomotor or cerebral palsy:

- (i) BL- Both legs affected but not arms.
- (ii) BA- Both arms affected
 - a) Impaired reach
 - b) Weakness of grip.
- (iii) OL- One leg affected (right or left)
 - a) Impaired reach
 - b) Weakness of grip
 - c) Ataxic
- (iv) OA- One arm affected (right or left)
 - a) Impaired reach
 - b) Weakness of grip
 - c) Ataxic
- (v) BH- Stiff Back and hips (cannot sit or stoop)
- (vi) MW- Muscular Weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B- Blind
- (ii) PB- Partially Blind

C. Hearing Impairment:

- (i) D- Deaf
- (ii) PD - Partially Deaf.

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

Re- assessment of this case is not recommended / is recommended after a period of Years Months

3. Percentage of disability in his / her case is Percent

Paste here your recent colour photograph showing the disability (The photograph should be attested by the chairperson of the Medical Board)

Signature of the Candidate ↑

4. Smt./Shri/Kum..... meets the following physical requirement for discharge of his/her duties.

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| (i) F-can perform work by manipulating with fingers | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (ii) PP-can perform work by pulling and pushing | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iii) L--can perform work by lifting | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iv) KC-can perform work by kneeling and crouching | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (v) B-can perform work by bending | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (vi) S-can perform work by sitting | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (vii) ST-can perform work by standing | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (viii) W-can perform work by walking | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (ix) SE-can perform work by seeing | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (x) H-can perform work by hearing/speaking | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (xi) RW-can perform work by reading and writing | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

(Signature of Doctor)
Name:
Registration No.:
Member Medical Board

(Signature of Doctor)
Name:
Registration No.:
Member Medical Board

(Signature of Doctor)
Name:
Registration No.:
Member Chairperson,
Medical Board

* Please delete the words which are not applicable

Place :

Date :

**Counter Signature of the Medical Superintendent/CMO/
Head of Hospital (with seal)**

NOTE :

(i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate shall be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of whom at least one shall be a specialist in the particular field for assessing locomotor/hearing & speech disability, mental retardation and leprosy cured, as the case may be.

(ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

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