

 **DELHI METRO RAIL CORPORATION LTD**
(A Joint venture of Govt. of India and Govt. of Delhi)



The Life line of Delhi.

ADVT No. DMRC/PERS/22/HR/2013 (61) Dated: 25/11/13

**REQUIREMENT OF OFFICERS AND STAFF UNDER VARIOUS DISCIPLINES ON
REGULAR/CONTRACT BASIS**

The Delhi Metro Rail Corporation (DMRC) Ltd, a Joint Venture company with equity participation from Govt. of India and Govt. of National Capital Territory of Delhi has been entrusted with the responsibility of implementation of the rail based Mass Rapid Transit System for Delhi. The **Delhi Metro Rail Corporation, Lifeline of Delhi**, prides itself on its ability to nurture its employees through its unique work culture. Today, DMRC empowered by about 7500 employees with MRTS activities spread over Delhi, NCR, Jaipur, Kochi etc. carry about 2.3 million passengers per day in Delhi & NCR. In addition to the above DMRC has also been entrusted with the work of preparation of DPR for the High Speed Rail Link Project of Indian Railways at Trivandrum and the Monorail Project at Trivandrum and Kozhikode.

To meet with the immediate requirement of personnel for DMRC and its allied projects, applications are invited from young, dynamic and motivated persons of Indian nationality for the following category of Executive and Non-Executive posts in DMRC on Direct Recruitment/Deputation /Contract basis: -

No.	Post	Total No of posts	Qualification	Max Age as on 01/07/13	Pay Scale and Remuneration	Medical Fitness Standard**	Mode of selection
1	Dy. General Manager (Finance) for DMRC KOCHI Office On Direct Recruitment / Deputation / Contract Basis Post: DGM/F	01 UR-1	CA with minimum 50% Marks. Central Government Officers and Officers of PSU with minimum work experience of Four years in E3 Grade / Payscale Rs. 15600-39100/- (GP - 6600) are eligible. Working Knowledge of SAP/ERP will be preferred.	50 years	Rs. 29100-54500 (IDA) Basic Pay + 35 % Perks + prevalent DA in IDA + 20% HRA or Lease amount of Rs. 21,200/-. + Additional Allowances applicable at level + Life and accident Insurance, Group Savings Linked Insurance, Superannuation Pension Scheme etc	At par with Executive – Non Technical	Interview Paragraph writing and Group Discussion
2	Asst. Manager (Finance) for Delhi On Direct Recruitment	08 UR-2 OBC-2 SC-2 ST-2	CA with minimum 50% Marks and with work experience of One year. Working	28 years (with relaxation of age of 3 years for OBC and 5 years for SC/ST)	Rs. 20600-46500 (IDA) Basic Pay + 35 % Perks + prevalent DA in IDA + 30% HRA or Lease amount of Rs. 21,000/- +	At par with Executive – Non Technical	Interview Paragraph writing and Group Discussion

	Basis Post: AM/F		Knowledge of SAP/ERP will be preferred.		Life and accident Insurance, Group Savings Linked Insurance, Superannuation Pension Scheme etc		
3	Asst. Manager (Environment) for Delhi On Direct recruitment basis. Post: AM/Env	01 UR-1	BE/B.Tech in Civil Engineering/ Environment Engg with 1 st Division & ME/M.Tech in Environment Engg OR B.Sc in Life Sciences with 1 st Division in M.Sc. in Environment Science from Govt. recognized reputed University / Institute	28 years	Rs. 20600-46500 (IDA) Basic Pay + 35 % Perks + prevalent DA in IDA + 30% HRA or Lease amount of Rs. 21,000/- + Site Allowances as applicable. Life and accident Insurance, Group Savings Linked Insurance, Superannuation Pension Scheme etc	At par with Executive – Technical	Interview Paragraph writing and Group Discussion
4	Senior Section Officer (Finance) for Delhi On 04 years Contract Basis Post: SSO/F	02 UR-2	CA (Inter) with minimum 50% marks	28 years	Rs. 18500-35600 (IDA) Basic Pay + 35 % Perks + prevalent DA in IDA + 30% HRA as applicable. Life and accident Insurance, Group Savings Linked Insurance, etc	C - 1 Standard Cee-One	Written Examination Interview and paragraph writing
5	Jr. Engineer (Civil) On 04 years Contract Basis for <u>DMRC KOCHI Office</u> Post: JE/CIVIL	20 UR-10 OBC-3 SC-1 ST-6	Three years Diploma in Civil Engineering with 65% marks from reputed Govt. recognized Polytechnics and with knowledge of local Malayalam language (Private polytechnic candidates <u>need not apply</u>)	28 years (with relaxation of age of 3 years for OBC and 5 years for SC/ST)	Rs. 13500-25520 (IDA) Basic Pay + 35 % Perks + prevalent DA in IDA + 20% HRA+ Site Allowances as applicable. Life and accident Insurance, Group Savings Linked Insurance, etc	A-3 Standard Aye-Three	Interview and paragraph writing
6	Legal Assistant (Legal) # for Delhi On 01 year Contract Basis Post: LA/Legal	03 UR-3	LLB with minimum 55% marks from a reputed university or National law Schools (They will deal with litigation matter and legal advise case of DMRC)	28 years	Rs. 13500-25520 (IDA) Basic Pay + 35 % Perks + prevalent DA in IDA + 30% HRA as applicable. Life and accident Insurance, Group Savings Linked Insurance, etc	C-1 Standard Cee-One	Written Examination Interview and paragraph writing

7	Accounts Assistant (Finance) for Delhi On Direct recruitment basis Post: AA/Fin/PH	06 Physically Handicapped OH-2 VH-2 PH-2	Regular B.Com with 60% marks from reputed University should apply	28 years (with relaxation of age of 10 years for PH candidates, 13 years for PH - OBC and 15 years for PH-SC/ST)	Rs. 10170-18500 (IDA) Basic Pay + 35 % Perks + prevalent DA in IDA + 30% HRA as applicable. Life and accident Insurance, Group Savings Linked Insurance, etc	C-1 Standard Cee-One & As prescribed in PH Certificate	Interview and paragraph writing
8	Accounts Assistant (Finance) On 04 years Contract Basis Post: AA/Fin	15 UR-6 OBC-5 SC-3 ST-1	Regular B.Com with 60% marks from reputed University should apply	28 years (with relaxation of age of 3 years for OBC and 5 years for SC/ST)	Rs. 10170-18500 (IDA) Basic Pay + 35 % Perks + prevalent DA in IDA + 30% HRA as applicable. Life and accident Insurance, Group Savings Linked Insurance, etc	C-1 Standard Cee-One	Written Examination Interview and paragraph writing

*- All vacancies are provisional and subject to increase/decrease.

**The detailed medical standards are available on website-career link.

- Legal Assistant – the engagement is for 1 year but is likely to continue based on performance and feedback.

Reservation for Persons with Disability (PWD):

The Ministry of Social Justice and Empowerment, Government of India, vide their notification; dated 22.6.2007 published in Extra Ordinary Gazette of India has granted the exemption for all technical posts which involve requirement of public safety from the purview of Section 33 of the Persons with Disability Act, 1995. As such, Reservation for PH candidates is provided in post code 07.

Candidates with following disabilities are eligible to apply as per the definitions given in the above Act:

a) Blindness b) Low Vision c) Hearing Impairment d) Locomotor Disability

Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government (Format is attached in ANNEXURE III).

Candidates falling in the following categories of the disabled may apply for the post:

OA - One arm affected (Right or Left) – (a) impaired reach; (b) weakness of grip; ataxia

BL – Both legs affected but not arms, OL – One leg affected (Right or Left), PD – Partially deaf, D – Deaf, B – Blind, LV – Low Vision

Imp: Candidates claiming to be Physically Handicapped must submit certificate in prescribed format and should be issued by prescribed authority only.

Selection process:

For the post of SSO (Fin), Legal Assistant, Accounts Assistant (other than Physically Handicapped) i.e. Post Code 8, the selection methodology will comprise three-stage process – Written Test, Personal Interview, Paragraph writing followed by Medical examination in Cee-one category.

For the post of Dy. General Manager (Finance), Asst. Manager/Finance, the selection methodology will comprise three-stage process –Personal Interview, Paragraph writing, Group Discussion followed by Medical examination in Executive Non-Technical category.

For the post of Assistant Manager (Env), the selection methodology will comprise three-stage process – Personal Interview, Paragraph writing, Group Discussion followed by Medical examination in Executive Technical category.

For the post of and Account Assistant (Physically Handicapped); the selection methodology will comprise two stage process –, Personal Interview, Paragraph writing followed by Medical examination in Cee-one category.

For the post of JE (Civil); the selection methodology will comprise two stage process –, Personal Interview, Paragraph writing followed by Medical examination Aye- three category.

In case of PH candidates only, we intend to call candidates in the range of 6 to 8 times the number of vacancies for Interview, after screening of their applications based on final marks obtained in the qualifying 3 years degree course examination. The list of candidates short listed (PH) for Interview will be displayed on DMRC's website www.delhimetrorail.com, as well as separate call letters will also be issued to them, calling for Interview.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates will have to pass through each stage successfully (**including Medical Examination**), before being adjudged as suitable for selection. Candidates, who fail in the prescribed medical test, will not be given any alternative employment and decision of the Corporation is final on this issue.

Dates of written examination, Result of written examination and recruitment related all information shall be available only on Web site: <http://www.delhimetrorail.com> and candidates should remain in constant touch with it.

Written Test: For Account Assistant (other than physically handicapped), Legal Assistant, Senior Section officer;

The written test will consist of one paper of 120 multiple choice objective questions in totality to be answered in 90 minutes. **The written Test will be held at Delhi;** however DMRC reserves the right to allot any Test centre outside Delhi without assigning any reason.

Written Test will consist of multiple-choice objective type questions, without provision of negative marking for wrong answers on subject matter relating to discipline/trade (Commerce/Accounts/Legal), General Awareness, General English, Logical Ability, and Quantitative Aptitude.

Successful candidates based on the Written Test to the extent of 5 times the number of vacancies shall be called for Personal Interview, at Delhi.

Medical Examination:

Expenses for the first time medical examination of the candidate will be borne by DMRC. However, in case a candidate seeks extension for joining, then the second time medical examination expenditure for the joining will be borne by the candidate himself/herself.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates will have to pass through each stage successfully (**including Medical Examination**), before being adjudged as suitable for selection. Candidates, who fail in the prescribed medical test, will not be given any alternative employment and decision of the Corporation is final on this issue.

No reimbursement on account of travel shall be made to the candidates appearing for the INTERVIEW.

Character & Antecedents:

The success in the examination does not confer any right to appointment unless the corporation is satisfied after such an inquiry, as may be considered necessary, that the candidate having regard to his/her character and antecedents is suitable in all respects for appointment to the service.

Surety Bond:

The candidate selected for **DGM (Finance)** will have to execute a surety **bond of Rs. 2,00,000/- & Cost of training**, to serve the corporation for a minimum period of three years and also a three months prior notice, will be required before seeking resignation from the corporation.

The candidates selected for **AM (Finance) and AM (Env)** will have to execute a surety **bond of Rs. 1,50,000/- & Cost of training**, to serve the corporation for a minimum period of three years and also a three months prior notice, will be required before seeking resignation from the corporation.

The candidates selected for **SSO/Finance, JE/Civil, Legal Assistant, Account Assistant** will have to execute a surety **bond of Rs. 75,000/- & Cost of training**, to serve the corporation for a minimum period of three years and also a three months prior notice, will be required before seeking resignation from the corporation.

Pay & Emoluments:

The pay & emoluments on direct recruitment / contract basis shall be as per pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits which include Perks, HRA, Medical benefit, EPF, Gratuity, and Insurance etc. as per extant rules of the Corporation.

Concessions & Relaxations:

- Upper age relaxation by 5 years for SC/ST and 3 years for OBC candidates (of Central List as per OM no. 36012/22/93_Estt (SC dated 22/10/93, issues within one year) (**Formats is attached in ANNEXURE I & II**), for reserved posts.

- Upper age relaxation by 10 years for Physically Challenged Unreserved candidates, 15 years for physically challenged SC/ST candidates and 13 years for Physically Challenged OBC candidates (of central list). (**Formats is attached in ANNEXURE III**)

Payment of application fee (including postage charges) (non-refundable):

- UR & OBC candidates are required to pay a Non-refundable fee of **Rs.325/-** and SC/ST/PH are required to pay a non-refundable fee of **Rs. 75/-** (for processing & postage charge) on State Bank of India in favour of **DELHI METRO RAIL CORPORATION LIMITED**, payable at Service Branch, New Delhi (code No. 5715).
- The eligible and interested candidates may apply as per the application format at Annexure-I enclosing the demand draft.
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, time limit etc before paying the application fee.

The requirement is for Delhi/Kochi, however, the selected candidates can be posted at any of DMRC Project offices in Delhi, NCR, Jaipur, Kochi, etc.

Note: The result for the reserved category post will be provisional and subject to the final outcome of the WRIT Petition No. 7878/2010 (Sarv Rural & Urban Welfare Vs UOI & others).

How to apply:

Eligible and interested candidates may apply as per the application format at Annexure-I enclosing a non-refundable crossed Demand Draft of SBI Bank only drawn in favour of **DELHI METRO Rail CORPORATION LIMITED, payable at New Delhi (Code No., 5715)** indicating *on the reverse of the DD, their name, post applied & address, telephone no.* if any. Demand Draft payable at locations other than Delhi/New Delhi will not be accepted. MO/PO or any other mode of payment is not acceptable. Candidates are advised to check the details of Demand Draft carefully before enclosing it with the application form. Candidates should retain a photocopy of their demand draft and application form for future reference. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, time limit etc before paying the application fee.

Schedule of Selection Process:

1. The complete filled in application form should reach this office latest by **18/12/13**.
2. Names of shortlisted candidates will be put up on our website on **10/01/14**.

Post 1,2,3 & 5

We intend calling about 5 times the number of candidates than the number of vacancies for interview based on the suitability of the candidate for the job.

Post 7

We intend calling candidates in the range of 6 to 8 times the number of vacancies for Interview, after screening of their applications based on final marks obtained in the qualifying 3 years degree course examination

Post 4,6 & 8

A written examination will be conducted tentatively on **19/01/14** and the result of the written exam will be tentatively uploaded on **31/01/14**. Shortlisted/qualified candidates based on marks of written exam to the extent of 5 times the number of vacancies will be called for interview.

The shortlisted candidates will have to appear for interview on the scheduled dates and time with all original documents and proof of qualifying examination with requisite % of marks and the SC/ST/OBC Certificates (OBC Certificate should be in Central Format and should be issued within one year)

3. The interview will be tentatively started from **20/01/14 (for Post Code 1,2,3,5, & 7) & 06/02/14(for Post Code 4, 6 & 8) at Metro Bhawan, Barakhamba Road, New Delhi**. No separate communications by post will be sent to the candidates individually (except for the Physically Handicapped candidates for post code no. -7). The candidates are required to go through the instructions for interview displayed on our website and appear for the interview accordingly along with original copies of testimonials. The candidates should be in constant touch with DMRC website www.delhimetrorail.com for updated information.
4. Court of jurisdiction for any dispute will be New Delhi.
5. The names of the candidates, who qualify the selection process, will be uploaded in our website tentatively by **31/01/14 (for Post Code 1,2,3,5, & 7) & 18/02/14(for Post Code 4, 6 & 8)**.
6. The shortlisted candidates will be sent for medical examination (within one week of uploading of result) in **the prescribed standard**, the details of which are available at DMRC website www.delhimetrorail.com. Since the requirement is urgent, the selected candidates will be required to join the post immediately.
7. The detailed form to be filled up is enclosed. The candidates shall submit the filled in format and attach two copies of recent passport size photos and all the relevant documents and testimonials.
8. In case a candidate wishes to apply to more than one post, He/she may fill separate application for each post in separate envelope along with the requisite fee for each post.
9. Incomplete Applications or applications received after the due date will be summarily rejected. DMRC is not responsible for Loss/delay in post.
10. DMRC is not responsible for any printing error that might have inadvertently crept in.

In case a candidate is already employed in a Govt. / PSU organization, the **NOC for attending the interview** from the present employer will be required at the time of interview.

The candidate should come prepared to stay in Delhi for more than one day at their own expenses in case the selection process takes longer than one day.

The Eligible and willing candidates who fulfill the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format by 18/12/13, positively by speed post to:

The envelope should be properly sealed and super scribed with

**Name of the post & post code. and
Category – UR/OBC/SC/ST/PH (as the case may be).**

**Executive Director (HR)
Metro Bhawan
Fire Brigade Lane
Barakhamba Road
New Delhi-110001**

ADVT No.DMRC/PERS/22/HR/2013 (61)

Recent Passport
size self attested
photograph to be
pasted here

APPLICATION FORMAT

**(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS
OWN HANDWRITING)**

1	Name of the Post			
2	Post Code			
3	Name of the Candidate (Mr./Ms./Mrs.)			
4	Gender			
5	Father/Husband's name			
6	Date of Birth (dd/mm/yyyy)			
7	Age as on 01/07/13	Years -	Months -	Days-
8	Address for correspondence			
9	Permanent Address			
10	Contact No. with STD Code			
11	Mobile Number			
12	Email ID			
13	Category (SC/ST/OBC/General)			
14	Incase of PH Quota (OA/BL/OL/PD/D/BLV)			

	Details of educational qualification from matriculation onwards	X	XII	CA/LLB/B. Com./Environment Qualification/ Civil Diploma/Degree	Others
14	a). Examination passed				
	b). Year of passing				
	c) Name of the Institute				
	d). Name of the University/Board				
	e). Subjects				
	f). Division				
	g). Percentage in aggregate (up to 2 place of decimal)				
	15	Presently employed in Govt./Private Sector/Fresher			
16	Details of experience, if any (In chronological orders)				
17	DD Details				
	a). DD Amount				
	b). Issuing Bank Name				
	c). Issuing Date				
	d). DD Number				

(Copies of relevant proof to be enclosed for details provided at item No. 14 and 16)

Please write the following declaration in your own handwriting in running hand and not in Capital letters in space provided below, **“I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statement is found untrue during nay stage of recruitment or thereafter shall disqualify me for the post applied for and/or I shall be liable for any other action under the extant rules”**.

Date.....

Place.....

Signature of the candidate

Encls (Self attested):

- 1. Original copy of Demand Draft**
- 2. Caste Certificate (if applicable)**
- 3. Disability Certificate (if applicable)**
- 4. Details of Educational Qualifications (X, XII, Qualifying Examination, Other)**
- 5. Details of Work Experience(if applicable)**
- 6. NOC from Current Employer (if applicable)**

Recent Passport size self attested photograph to be pasted here

ANNEXURE-I

The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

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

The Constitution (Scheduled Castes) Order, 1950* The Constitution (Scheduled Tribes) Order, 1950*

The Constitution (Scheduled Castes) (Union Territories) Order, 1951* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951*
[as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976]

The Constitution (Jammu & Kashmir Scheduled Castes Order, 1956*

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959* as amended by the Scheduled Castes and Scheduled Tribes Order (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 Orders, 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 Castes Order, 1978*

The Constitution (Sikkim) Scheduled Tribes Order, 1978*

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

Signature _____

** Designation _____

(with seal of Office)

State/Union Territory**

Place _____

Date _____

*Please delete the words which are not applicable.

Note: The term "ordinarily reside(s)** used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Officers competent to issue Caste/Tribe certificates:

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commission/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

* (not below the rank of Ist class Stipendiary Magistrate)

- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
iii. Revenue Officers not below the rank of Tehsildar.
iv. Sub-Divisional Officer of the area where the candidate and/ or his family normally reside(s).
v. Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

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

This is to certify thatS/O..... of Village
District/Division*..... in thestate belongs to the..... Community which
is recognized as a Backward Class under:-

- i. 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-1 dated the 13th September, 1993. **
- ii. Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19.10.1994 published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20.10.1994.

Shri.....and/or his family ordinary reside(s) in the..... District/Division of
the.....State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of
the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36002/22/93-Estt. (SCT)
dated 8.9.93.

Deputy Magistrate
Deputy Commissioner Etc.

Dated:

SEAL:

N.B. :-(a) the term `Ordinarily' used here will have the same meaning as in the Section 20 of the Representation of
the People's Act, 1950.

(b) Where the certificates are issued by the Gazetted Officer of the Union Government or State Governments, they
should be in the same form but countersigned by the District magistrate of Deputy Commissioner (Certificates
issued by Gazetted Officers and attested by the District Magistrate/Deputy Commissioner are not sufficient).

* Strike out whichever is not applicable.

** Officers Competent to issue Class/Tribe Certificates.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commission/Additional Deputy
Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka
Magistrate/Executive Magistrate/Extra Assistant Commissioner.

(Not below the rank of 1st class Stipendiary Magistrate)

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officer of the area where the candidate and/ or his family normally reside(s).

(v) Administrator / Secretary to Administrator/Development Officer (Lakshadweep).

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date_____

DISABILITY CERTIFICATE

This is certified that Shri/Smt./Kum._____ son/wife/daughter of Shri_____ age _____sex _____identification mark(s)_____ is suffering from permanent disability of following category :-

A. Locomotor:

(i) BL-Both legs affected but not arms.

(ii) OL-One leg affected (right or left)

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(iii) OA-One arm affected

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

B. Blindness or Low Vision:

(i) B-Blind

(ii) LV-Low Vision

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. Reassessment of this case is not recommended/is recommended after a period of ____years ____ months.*

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

4. Sh./Smt./Kum. Meets the following physical requirements for Discharge of his /her duties :-

(i) F-can perform work by manipulating with fingers. Yes/No

Affix here recent attested Photograph Showing the disability duly attested by the chairperson of the Medical Board

- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr. _____)

Member, Medical Board

(Dr. _____)

Member, Medical Board

(Dr. _____)

Chairperson, Medical Board

Countersigned by the Medical Superintendent/
CMO/Head of Hospital (with seal)

*Strike out which is not applicable.

Note: IMPORTANT REQUIREMENT OF PH CERTIFICATE

(i) A disability certificate shall be issued by a Medical Board duly constituted by the Central and the State Government. The state government may constitute a Medical Board consisting of at least 3 Members out of which, at least, one Member shall be a Specialist from the relevant field.

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

(iii) According to the Persons with Disabilities (Equal Opportunities, Protection of Right 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) section 73 of the Persons with Disabilities (Equal Opportunities , Protection of Right and full Participation) Act, 1995(1 of 1996), authorities to give disability Certificate will be a

Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which , at least one shall be a specialist in the particular field for assessing Locomotor/visual including low vision/hearing disability, as the case may be.