

**KIOCL LIMITED**

(A Government of India Enterprise)

Regd.Office: II Block, Koramangala, Bengaluru-560034

Ph:080-25531461-70 Ext:476, Fax:080-25532153/25535941

E-mail:bhr@kioclltd.com

**(AN ISO 9001, 14001 & OHSAS 18001 COMPANY)**

KIOCL Limited, Schedule 'A' Miniratna, 100% EOU, profit making CPSU, having its Pelletisation Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru invites applications for the following posts:

**JOB SPECIFICATION**

<b>GENERAL MANAGER(PROJECTS) [E8]</b>	
Scale of Pay	: <b>Rs.51300-3%-73000/- [E8]</b>
Qualification	: Degree in Mechanical / Electrical Engineering from a recognized University with good academic records
Experience	: Should have at least 25 years of post-qualification experience in complete Project Management, preferably in Iron & Steel Industry. Out of the above experience, the candidate should have worked as Head of the Project for at least 5 years, reporting to Head of the Unit, and should have handled project conceptualization & implementation including erection, commissioning of any of the individual projects such as Coke Oven, DISP, Power Plant Pulverized Coal Injection System, Integrated Steel Plant etc., involving project expenditure of Rs.100 crores and above.  The experience intended is mainly in Project scheduling, Monitoring, Reporting, Resource Management, Erection & Commissioning.  Relaxation on the above condition would be considered in the case of exceptionally deserving candidates.
Age	: Below 53 years as on 31.03.2018.

<b>DEPUTY GENERAL MANAGER (FINANCE) [E6]</b>	
Scale of Pay	: <b>Rs.51300-3%-73000/- [E6]</b>
Qualification	: Graduate from a recognized University and a member of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India or full time Masters in Business Administration [MBA] in Finance from nationally reputed and recognized Institutions approved by UGC/AICTE with consistently good academic record.

Experience	:	Should have atleast 18 years post qualification experience, out of which atleast 5 years at senior level in Finance and Accounts Function preferably in Corporate Financial Management and Planning, Project Appraisal, Project financing and Monitoring, Capital Budgeting, Costing, Budgetary Control, Working Capital management, Corporate Taxation, Foreign Exchange management.  Should have exposure of working in ERP packages like SAP, Oracle etc. and excellent Communication skill both verbal and non-verbal, self driven and effective team player.
Age	:	Below 48 years as on 31.03.2018

### **ASSISTANT GENERAL MANAGER (FINANCE & ACCOUNTS) (E5)**

Scale of Pay	:	<b>Rs.43200-3%-66000/- [E5]</b>
Qualification	:	Graduate from a recognized University and a member of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India or full time Masters in Business Administration [MBA] in Finance from nationally reputed and recognized Institutions approved by UGC/AICTE with consistently good academic record
Experience	:	Should have atleast 15 years post qualification experience, out of which atleast 5 years at senior level in Finance and Accounts Function preferably in Corporate Financial Management and Planning, Project Appraisal, Project financing and Monitoring, Capital Budgeting, Costing, Budgetary Control, Working Capital management, Corporate Taxation, Foreign Exchange Management,  Should have exposure of working in ERP packages like SAP, Oracle etc. and excellent Communication skill both verbal and non-verbal, self driven and effective team player.
Age	:	Below 45 years as on 31.03.2018

### **MANAGER (ACCOUNTS) (E3)**

Scale of Pay	:	<b>Rs.32900-3%-58000/- [E3]</b>
Qualification	:	Graduate from a recognized University and a member of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India or full time Masters in Business Administration [MBA] in Finance from nationally reputed and recognized Institutions approved by UGC/AICTE with consistently good academic record

Experience	:	Should have atleast 12 years post qualification experience, out of which atleast 3 years at senior level in Finance and Accounts Function preferably in Corporate/Indirect Taxation, Corporate Financial Management and Planning, Project Appraisal, Project financing and Monitoring, Capital Budgeting, Budgetary Control, Foreign Exchange Management,  Preference would be given to persons having hands on experience in GST implementation and adept at working in advanced excel and PowerPoint. Should have excellent Communication skill both verbal and non-verbal, Effective coordination skill, self driven and team player.
Age	:	Below 41 years as on 31.03.2018

### **ASSISTANT GENERAL MANAGER (LAW) (E5)**

Scale of Pay	:	<b>Rs.43200-3%-66000/- [E5]</b>
Qualification	:	LLB [3 Years or 5 Years] from reputed university approved by UGC/AICTE. Candidates having LLB degree from National Law School of India University would be preferred.  Candidates obtained LLB degree through Distance or part time education programme or through Correspondence are not eligible
Experience	:	Should have atleast 15 years post qualification experience, out of which atleast 10 years experience in reputed organization/ practice in High Court in the area of labour cases, thorough knowledge of the legal aspects of contract finalization, employee matters, knowledge of statutory rules, mining laws, Railway Claim Tribunal, vetting of various agreements and other legal documents, good knowledge of handling arbitration cases, strong drafting skills, legal compliances, advising the management in all legal matters. The candidate will be required to handle the entire gamut of legal matters in Corporate office.  Candidates with relevant experience in PSUs will have an added advantage.  Should have strong legal analytical skills, excellent Communication skill both verbal and non-verbal, self driven and effective team player. Conversant in use of computers and MS Office.
Age	:	Below 45 years as on 31.03.2018

<b>SENIOR MANAGER (LAW) (E4)</b>		
Scale of Pay	:	<b>Rs.36600-3%-62000/- [E4]</b>
Qualification	:	LLB [3 Years or 5 Years] from reputed university approved by UGC/AICTE. Candidates having LLB degree from National Law School of India University would be preferred. Candidates obtained LLB degree through Distance or part time education programme or through Correspondence are not eligible
Experience	:	Should have atleast 13 years post qualification experience, out of which atleast 8 years experience in reputed organization/ practice in High Court in the area of labour cases, thorough knowledge of the legal aspects of contract finalization, employee matters, knowledge of statutory rules, mining laws, Railway Claim Tribunal, vetting of various agreements and other legal documents, good knowledge of handling arbitration cases, strong drafting skills, legal compliances, advising the management in all legal matters. The candidate will be required to handle the entire gamut of legal matters in Corporate office.  Candidates with relevant experience in PSUs will have added advantage.  Should have strong legal analytical skills, excellent Communication skill both verbal and non-verbal, self driven and effective team player. Conversant in use of computers and MS Office.
Age	:	Below 43 years as on 31.03.2018

<b>DY.MANAGER[RAJBHASHA] OR ASSISTANT MANAGER[RAJBHASHA]-E2/E1 ON DEPUTATION BASIS</b>		
Scale of Pay	:	<b>Rs.24900-3%-50500[E2]</b> <b>OR</b> <b>Rs.20600-3%-46500[E1]</b>
Qualification	:	Master's degree of from a recognized university in Hindi with English as a compulsory or elective subject or as medium of examination at the degree level.

Experience	:	Should have atleast 6/3 years post qualification experience respectively. Should have post qualification experience in Translation work from Hindi to English and vice versa. Experience in Central / State Govt. Offices including Govt. Undertakings are preferred. Knowledge of Technical Translation will be an added advantage. Conversant with Central Govt. directions on implementation of Official Language Policies, Reports/Returns, imparting Hindi Training to Employees, Liaisoning with Government Authorities, Agencies regarding implementation of Official language, organizing Hindi workshops, Seminars etc.  Should have Computer knowledge in Hindi and English.
Age	:	Below 45 years as on 31.03.2018

(1) **Reservation/Relaxation:**

The number of vacancies and also the number of reserved vacancies may vary according to the actual requirement of KIOCL Limited. Reservation for SC/ST/OBC/PWD etc. categories is applicable as per Government of India orders/ directives/statue.

(2) Upper age limit relaxable by 5 years in case of SC/ST candidates, 3 years in case of OBC candidates and 5 years in case of PWD candidates belonging to Unreserved Category (In case of PWD candidates, 10 years for SC/ST Category and 8 years for OBC Category) as per Central Government directives/ statue.

(3) Relaxation of standard of suitability for candidates belonging to SC/ST/OBC/PWD categories will be extended as per Government directives/statutes.

(4) PWD candidates must produce a Disability Certificate issued by the Competent Authority in the format appended.

(5) OBC Candidates (Non-creamy layer) must submit Other Backward Class Certificate in the format appended. OBC candidates are also required to furnish a self-undertaking that they belong to OBC (Non Creamy Layer) by filing a self-undertaking in the format appended.

❖ [Note:OBC candidates: Candidates belonging to those communities which are recognized as 'Other backward class' by the Government of India for the purpose of reservation in posts under Government of India as per orders contained in Department of Personnel and Training Office Memorandum No.36012/ 22/93-Estt.(SCT) dated 08.09.1993 and as amended from time to time.

❖ Non-Creamy Layer: The gross annual income of parents of the candidates should not be more than Rs.8.0 lakhs per annum in line with DOPT OM No.36033/1/2013-Estt[Res], dated 13.09.2017.

### **General conditions:**

- (1) Only Indian Nationals need to apply
- (2) Candidates should submit the application in the format appended with this advertisement, along with requisite enclosures clearly superscribing on the envelope the advertisement number and the post applied for.
- (3) Candidates employed in Government/Quasi Government/PSU should send their application through proper channel or produce 'NOC' at the time of interview as and when called.
- (4) Age/experience relaxable in case of deserving candidates.
- (5) The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement as on the specified dates and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility criteria's and/or that he/she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without notice.
- (6) Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
- (7) Appearance of the short listed candidates in the interview is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria.
- (8) Canvassing in any form or bringing outside influence will be a disqualification.
- (9) Appointment of selected candidate(s) is subject to satisfactory Medical Fitness as per the standards prescribed by KIOCL Limited at the time of joining the post. The Management based on shortcomings/physical defects noticed, if any, during the probationary period, if required, the candidate will be medically examined to ascertain his medical fitness before regularizing his service in the Company. Further, the appointment in the Company will be subject to verification of Caste, Character and Antecedents from the concerned Authorities as required for appointments in posts under Government of India.
- (10) Management reserves the right to restrict the number of candidates. Decision of Management regarding selection will be final. Further, management reserves the right to fill up or otherwise any or all the notified post and also to fill up the future vacancies if any from the valid panel of selected candidates.
- (11) The above post carries Basic Pay, Dearness Allowance, HRA, Allowances (Maximum of 47% of basic pay), and benefits like Provident Fund, Gratuity, Performance Related Pay, Group Insurance Scheme, Group Personal Accident Scheme, Medical benefits etc., as per Company's rules and as amended from time to time.
- (12) Candidates applying for the post are required to send a Demand Draft for Rs.100/- drawn in favour of KIOCL Limited payable at Bengaluru. The candidate is

required to write his/ her name and post applied for on the reverse side of demand draft. Candidates belonging to SC/ST/PWD categories are exempted from submission of Demand Draft.

- (13) Candidates appearing for interview will be paid to & fro rail / road fare by shortest route limited to II class rail fare for Assistant Manager level interview(s) and AC II Class rail fare for Deputy Manager and above level interview(s) on production of tickets/ receipts.
- (14) Candidates are required to fill in all the columns furnishing the required details clearly in the application format. Incomplete application forms or the forms which are not in the prescribed format/envelopes containing applications not superscribed as to the post applied for may be rejected and no correspondence in this regard will be entertained.
- (15) Persons working in Government/PSUs who have put in a minimum of two years in the next below scale/grade or equivalent only need to apply through proper channel. The condition of minimum of two years service in the next below scale/grade or equivalent is not applicable for the post on deputation basis. However, application needs to be forwarded through proper channel in case working in Government/PSUs.
- (16) Candidates who had already applied against our earlier Recruitment advertisement No.HR/02/617 dated 12.09.2017 & 10.10.2017 need not apply again.
- (17) Depending on the requirement, the Company reserves the right to cancel/ restrict/ enlarge/curtail the vacancies and the recruitment process without any further notice and without assigning any reason thereof.
- (18) Terms and Conditions of deputation for the post in DM/AM-Rajbhasha is enclosed at Annexure.
- (19) KIOCL will not be responsible for any postal delay/ wrong delivery/ non delivery of any communication at any stage of the recruitment process.
- (20) It may please be noted that any corrigendum to this advertisement if any, will be displayed only on the Company's website [www.kioclltd.in](http://www.kioclltd.in)
- (21) Eligible candidates may send their application, duly filled in the prescribed format alongwith demand draft, certificates /documents (self attested photocopies) in proof of age, qualification, experience, Last Pay Certificate [with current pay scale], SC/ST/OBC/PWD certificate in the prescribed format, so as to reach on or before **10.05.2018** to **Joint General Manager (HR&A), KIOCL Limited, 2<sup>nd</sup> Block, Koramangala, Bengaluru-560 034, Karnataka**. Applications received after due date are liable to be rejected. KIOCL Limited will not be responsible for loss of application during transit and postal delay.

**TERMS & CONDITIONS OF DEPUTATION  
[FOR THE POST OF DY.MANAGER/ASST.MANAGER-RAJBHASHA]**

1. **PERIOD:**

The deputation will be for a period of 2 years and will start from the date of release from the parent organization and will end on the previous day to the date of reporting back to the parent organization. At the end of the deputation period the Officer will be permitted to return to the parent organization. The period of deputation may be extended beyond 2 years based on performance and exigencies of work with the concurrence of the parent organization.

2. **PAY & ALLOWANCES:**

During the period of deputation, the Officer will draw the basic pay drawn by him in his parent company + deputation allowance in accordance with and subject to the rules of the Company [KIOCL Limited].

3. **DEARNESS ALLOWANCES:**

Dearness allowance will be paid as applicable under the rules of the parent organization.

4. **OTHER ALLOWANCES AND PERFORMANCE RELATED PAY:**

All other allowances viz. House Rent Allowance, perquisites at the rate of 47% of basic pay, travelling allowance, medical facilities for self and dependent family members, performance related pay and transport will be governed by the rules of KIOCL Limited as per entitlement to Officers of equivalent grade in KIOCL Limited.

5. **PAY, ALLOWANCES & DA IN RESPECT OF CENTRAL PAY SCALES:**

Employees from Central Government Organizations/ holding Central Pay Scales, CDA, will have an option to opt for pay, allowances & DA of parent organization or KIOCL Limited, as the case may be.

6. **JOINING TIME AND TRANSFER TA:**

The Officer will be entitled for joining time, journey time and transfer TA in accordance with KIOCL Limited TA/DA rules both when proceeding to or returning from KIOCL Limited. The joining and journey time pay and the transfer travelling allowance will be paid by KIOCL Limited.

7. **LEAVE /LEAVE SALARY:**

7.1 **Casual Leave:** During the period of deputation, the Officer will be entitled for casual leave as provided at parent department. While being relieved of duty in parent organization to join KIOCL Limited, a Certificate giving the unutilized CL at the Officer's credit would be given to enable KIOCL Limited to regulate further utilization during the year. For the casual leave availed during deputation, the leave salary to the Officer shall be paid by KIOCL Limited.

7.2 **Annual Leave:** As regards annual leave, the leave account of the Officer shall be maintained by parent organization during the period of deputation and parent organization's rules would apply as if the Officer had not proceeded on deputation. Leave salary contribution shall be payable to the parent



organization by KIOCL Limited at 11% of Basic Pay+DA. Fraction of a month is to be counted as full month and the amount of contribution calculated at 11% is to be rounded off to the next higher rupee. For annual leave availed of or encashment requested for by the officer while on deputation, the salary [comprising Basic Pay and DA] or the amount of encashment would be paid by the parent organization which will be calculated as if the Officer had not proceeded on deputation.

7.3 Allowances such as HRA for the period of annual leave shall be paid to the Officer on deputation by KIOCL Limited as if the employee had been on duty.

8. **PROVIDENT FUND/ PENSION AMOUNT:**

Amount towards PF/Pension liability as applicable will be transferred to the parent organization by KIOCL Limited.

9. **GRATUITY:**

Gratuity contribution will be paid to the parent organization by KIOCL Limited monthly, calculated as follows:

Monthly salary \* X15

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26 X 12

\* Monthly salary means Pay + DA. Fraction of a month is to be taken as full month and the amount rounded off to the next higher grade.

10. **PROMOTION:**

If the parent organization intends promoting the Officer during the deputation, the Officer's absorption in KIOCL Limited thereafter will depend on the vacancy and requirement of an executive in that grade.

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**KIOCL LIMITED**  
**II Block, Koramangala, BENGALURU-560034**

## APPLICATION FORMAT

Advt.No.HR/02/617[A]

1	Title of the post		
2	Name (IN BLOCK LETTER) (Mr, Mrs, Ms) (As appears in the SSLC /SSC record)		
3	Gender		
4	Father's Name		
5	Mother's Name		
6	Permanent Address	Contact / Mailing Address	
		Phone No (with STD Code): <b>Mobile No.</b> <b>Email ID:</b>	
7	Nearest Railway Station		
8	Date of Birth (DD/MM/YYYY) (Please enclose SSLC Marks card or Proof)		
9	Age as on 31.03.2018	_____Years _____Months_____Days	
1 0	Nationality		
1 1	State of Domicile		
1 2	Religion		
1 3	Circle the category (Enclose copy of Certificate in case of SC/ST/OBC/PWD)	SC / ST / OBC / GEN/PWD	Name of the Community
		TYPE OF DISABILITY IN CASE OF PWD CANDIDATE	
1 4	Name of the Organization and Designation applicant is presently employed with		

### **15. [A] EDUCATIONAL QUALIFICATION:**

Sl. No.	Qualification	Class	Percentage	University/ Institution	Year of Passing
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**[B] ADDITIONAL QUALIFICATION:**

Sl. No.	Qualification	Class	Percentage	University/ Institution	Year of Passing

**16. Post Qualification Experience (After completion of prescribed qualification mentioned in the advertisement. Chronological order from the first job to the current job).**

Sl. No	Designation	Organization	Central Govt /State Govt / PSU/ Private	Date		Pay Scale	Experience in brief	Gross Pay	Reason for Leaving
				From (DD/MM/YY)	To (DD/MM/YY)				

**17. Other Experience [Other than experience indicated in Sl.No 16]**

Sl. No	Designation	Organization	Central Govt /State Govt / PSU/ Private	Date		Pay Scale	Experience in brief	Gross Pay	Reason for Leaving
				From (DD/MM/YY)	To (DD/MM/YY)				

**[Please attach additional sheets if required].**

**18. Languages Known:**

Sl. No.	Languages	Read	Write	Speak

**19. Payment Details**

Name of the Bank	Number	DD Date	Value	Payable At

I affirm that the information given in this application is true and correct. I further undertake that if at any stage it is discovered that any attempt has been made by me to conceal or misrepresent facts, my candidature may be summarily rejected at any stage in the selection process or my employment be terminated.

Date :

Place :

Signature of the Candidate

**FORM OF CASTE CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO  
A SCHEDULED CASTE OR TRIBE IN SUPPORT OF HIS / HER CLAIM**

This is to certify that Shri./Smt.\* / Kumari \_\_\_\_\_  
Son/Daughter \* of \_\_\_\_\_ 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) 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 Castes and Scheduled Tribes  
Lists (Modification) Order 1956, the Bombay Reorganization Act 1960, the Punjab  
Reorganization Act, 1966, the State of Haryana Pradesh Act,1970, the North  
Eastern Areas (Reorganization ) 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 Orders, 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 Tribes Order, 1962
- \* The Constitution (Scheduled Tribes)( Uttar Pradesh) Order, 1967
- \* The Constitution (Go a, Daman and Diu) Scheduled Castes Order, 1968
- \* The Constitution (Go a, Daman and Diu) Scheduled Castes Order, 1968
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970

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

SIGNATURE

Designation \_\_\_\_\_  
( With seal of \_\_\_\_\_  
Office). \_\_\_\_\_

Place \_\_\_\_\_ State \_\_\_\_\_

Union Territory\* \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable.

Note: 1) The terms 'Ordinarily resides' used here will have the same meaning as in  
Section 20 of the Representation of the People Act,1950

2) Certificates are valid only when they are issued by the Competent  
Authority empowered to issue the certificate and is in the relevant name of  
the community and not in its synonyms or equivalents (which are meant only  
for purposes of verification of claims of members of relevant community  
calling themselves by such synonyms or equivalent)

[Latest valid Certificate shall be produced].

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

This is to certify that Shri/ Smt./  
Kum..... son/ daughter of  
Shri..... of village ..... District/Division  
..... in the ..... State belongs  
to Other Backward Class under the Government of India, Ministry of Welfare  
Resolution No.12011/68/93-BCCC(C), dated 10<sup>th</sup> September, 1993, published in the  
Gazette of India Extraordinary Part I Section-I dated 13<sup>th</sup> September 1993.

Shri /Smt/Kum..... and his/her family ordinarily 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.36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide the GOI, DOPT's O.M.No.36033/3/2004-Estt.(Res) dated 9.3.2004 and 14.10.2008 or the latest notification of the Government of India.

Dated:

District Magistrate  
Deputy Commissioner etc.  
Seal

Note-I: (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

- (b) Where the certificates are issued by Gazetted Officer of the Union Government or State government they should be in the same form, but COUNTERSIGNED by the District Magistrate or Deputy Commissioner.

(Certificate issued by Gazetted Officers and attested by District Magistrate/ Dy.Commissioner are not sufficient).

- (c) Latest valid Certificate shall be produced.

**DECLARATION TO BE FURNISHED BY CANDIDATES**  
**SEEKING RESERVATION AS OBC**

I.....Son/ Daughter of  
Shri .....resident of Village/ Town /City  
.....District.....  
State ..... hereby declare that I belong to the  
..... Community which is recognized as a Backward  
Class by the Government of India for the purpose of reservation in service as per  
orders contained in Department of Personnel and Training Office Memorandum  
No.36012/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not  
belong to Creamy Layer status as per Government of India, Department of  
Personnel & Training's Order OM No.36033/3/2004-Estt(Res), dated 14-10-2008 or  
the latest notification of the Government of India..

Place:

Date :

Signature of the Candidate\_

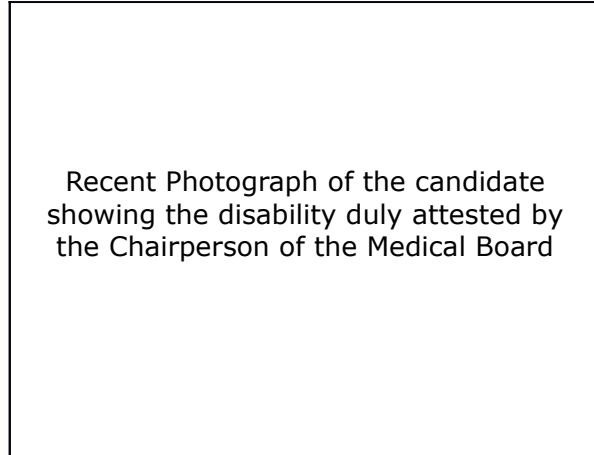
**FORM OF CERTIFICATE TO BE PRODUCED BY PERSON WITH DISABILITY  
IN SUPPORT OF HIS CLAIM**

**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 or cerebral palsy:**

- i) BL-Both legs affected but not arms.
- ii) BA-Both arms affected
  - (a) Impaired reach
  - (b) Weakness of grip
- iii) BLA-Both legs and both arms affected.
- iv) OL-One leg affected (right or left)
  - (a) Impaired reach



- (b) Weakness of grip
- (c) Ataxic

- v) OA-One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic

vi) BH- Stiff back and hips (Cannot sit or stoop)

vii) 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.

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

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

(Dr. \_\_\_\_\_)  
Member

(Dr. \_\_\_\_\_)  
Chairperson

Medical Board

Medical Board

Medical Board

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

\*Strike out which is not applicable.

[Latest valid Certificate shall be produced].