



**कोल इण्डिया लललितेड**  
**COAL INDIA LIMITED**  
(A Govt of India undertaking)  
(A Maharatna company)

**RECRUITMENT OF MEDICAL EXECUTIVES AT WCL/ CIL**

**Advertisement No.: WCL/2024/617 Dated: 27-02-2024**

**COAL INDIA LIMITED (CIL)** - a Schedule 'A' - MAHARATNA Public Sector Undertaking under Ministry of Coal, Government of India, with Corporate Hqrs., at Kolkata, is the single largest Coal producing company in the world contributing around 79% of the total coal production in India. CIL produced 703.20 MT of coal in the year 2022-23. It is one of the largest corporate employers of the country with manpower of 2.30 Lakhs as on February 2024 approximately.

CIL is committed to playing a major role in achieving the Nation's energy security. It is committed to conducting business with the objective for preserving the environment, sustainable development, being a safe workplace and enrichment of the quality of life of employees, customers and the community. It functions through 8 states of the Nation. It is now committed to diversify & expand to other verticals such as solar power, thermal power, fertilizer, Surface Coal Gasification, CBM and Critical Minerals as business strategy which will ensure greater value addition and thereby improving our operational & financial performance.

To further strengthen the talent pool of Coal India Limited and fuel its future growth, WCL/ CIL invites talented, motivated candidates looking for exciting career opportunities in energy sector. Candidates willing to contribute towards India's energy future by being part of our growth journey and to look after its manpower, stakeholders and to provide best medical facilities to the society can apply for the following vacancies, in the attached format:

Name of the Post and Grade	Specialty	RESERVATION					TOTAL
		UR	EWS	SC	ST	OBC	
1.(a) Sr.Medical Specialist (E4)/	SURGERY	1	0	1	0	2	4
	GEN PHYSICIAN/MEDICINE	1	1	2	1	2	7
	G & O	0	1	1	1	2	5
	ANAESTHESIA	2	0	0	0	1	3
	ORTHOPEDECS	1	0	1	0	2	4
	PAEDIATRICS	0	0	0	0	1	1
	PHYCHIATRY	1	0	0	0	0	1
	PATHOLOGY	0	0	0	0	1	1
	DERMATOLOGY	0	0	0	0	1	1
1.(b) Medical Specialist (E3)	PULMONOLOGY/CHE ST SPECIALITY	1	0	1	0	0	2
	OPHTHALMOLOGY	2	0	1	0	0	3
	RADIOLOGY	1	1	0	1	0	3
	ENT	0	0	0	1	1	2
2.Sr.Medic al Officer(E3)		7	2	5	3	9	26

Vacancies shown above includes 19 backlog/carry forward vacancies i.e (i) SC- 5 (ii) ST- 4 (iii) OBC(NCL)- 10

Whenever in any recruitment year any vacancy earmarked for EWS cannot be filled due to non- availability of a suitable candidate belonging to EWS, such vacancy for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

**Vacancy of PwD Category will be as under:**

Subsidiary	Orthopedically Handicapped(OH)	ORS (4 <sup>TH</sup> Category)	TOTAL
WCL	04	05	09*

\*Including backlog PwD vacancies

Reservation is applicable for persons with Disability (minimum 40% Disability) as per Government of India norms against the identified posts.

## \*GRADE /SCALE OF PAY

\* Grade/scale of pay

- (A) Sr Medical Specialist **E-4:** ₹ 70,000- 2,00,000\*  
(B) Medical Specialist **E-3:** ₹ 60,000-1,80,000\*
- Sr Medical Officer **E-3:** ₹ 60,000-1,80,000\*

\* Candidates will be entitled for Non-Practicing Allowance, PRP, Perks, VDA, etc. along with Leave Encashment, Medical Facilities, etc., as per the rules of the company. Pay protection to the selected candidates from the field source (Govt./Autonomous Bodies, PSU) will be available to only the post of Candidates which requires minimum years of experience as one of the eligibility criteria. Pay protection will be available to the selected Medical Executives as per DoPT guidelines dated 13.08.2020.

## IMPORTANT DATES:

Activity	Important dates
Opening date receipt of Applications	12-03-2024
Last date of receipt of Applications	11-04-2024

## General Role/Job Profile of Medical Executive

- The Medical Executive is required to attend medical emergencies in mine/ projects/establishments/ hospitals and provide occupational health services for cohort of mines & stakeholders.
- The Medical Executive should be able to examine & treat patients, screening cases needing specialized medical attention to refer them to higher centers.
- The Medical Executive should ensure/ make PME(Periodical Medical Examination )& Initial Medical Examination of contractual workers and employees
- The Medical Executive should be able to make suitable arrangements for laboratory services for proper diagnosis of doubtful cases and provide guidance to the technicians & staff.
- The Medical Executive should be able to implement various national health & family welfare programs in the unit/establishment.
- The Medical Executive should take active part in formulation of development plans of the dispensary/Medical unit & digital dispensaries.
- The Medical Executive should ensure adequate supplies of vaccines, consumables medicines, instruments, miscellaneous items required from time to time and their proper storage & usage.
- The Medical Executive should ensure cleanliness inside and outside the premises and also proper maintenance of equipment.
- The Medical Executive should be able to conduct CSR related activities and medical awareness camps, competitions, etc.
- The Medical Executive should ensure maintenance of the prescribed records and submission of reports and returns.

11. The Medical Executive should be able to educate people on disease prevention measures and health maintenance.
12. The Medical Executive should ensure functional assistance in ERP implementation.
13. The Medical Executive should ensure availability of ambulance services in the unit.
14. The Medical Executive should ensure preparedness to meet emergencies and outbreak of epidemic/pandemic such as Covid-19 in the Project/ Colliery/Area/Hq.
15. **Sr. Medical Specialist (E4)/ Medical Specialist (E3):** The Medical Executive should be able to provide different medical assistance as well as attainment of required specialty solutions of the specialty in which he has been recruited for the employees working in the establishment and nearby stakeholders.

### **Eligibility Criteria:-**

#### **1(a) Qualification & Experience for post of Sr Medical Specialist:**

- (a) For General Surgery, General Medicine & Pulmonary Medicine -minimum qualification is MBBS from recognized Institute/ College approved by Medical Council of India with recognized Post Graduate Degree/DNB with minimum 3 years post qualification experience.
- (b) For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.
- (c) The Period of Tutorship done from National Medical Council/Commission recognized Medical College/institute will be treated as Post Qualification experience.
- (d) The Period of completed Fellowship course, recognized by the Medical Council of India will be accepted as Post qualification experience.
- (e) The Experience of private practice/ self-clinic may also be considered as post qualification experience.

#### **1 (b) Qualification for Post of Medical Specialist:**

- (a) For General Surgery, General Medicine & Pulmonary Medicine -minimum qualification is MBBS from recognized Institute/ College approved by Medical Council of India with recognized PG Degree/DNB.
- (b) For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.
- (c) The Period of Tutorship done from National Medical Council/Commission recognized Medical College/institute will be treated as Post Qualification experience.
- (d) The Period of completed Fellowship course, recognized by the Medical Council of India will be accepted as Post qualification experience
- (e) The Experience of private practice/ self-clinic may also be considered as post qualification experience.

## 2. Qualification for Post of Sr Medical Officer

- (a) MBBS from recognized Institute/College approved by Medical Council of India.
- (b) The Experience of private practice/ self-clinic may also be considered as post qualification experience.

### Note:

- 1.) Candidates who have obtained required eligible qualification from Foreign University/Institute, will also be considered provided they submit the certificate of passing qualifying examination from MCI.
- 2.) For eligibility, the Candidate should have obtained Registration Number from Medical Council India/State Medical Council/ Dental Council of India/ State Dental Council against their qualification.
- 3.) 1 year Internship period being part of the curricula will not be considered as Experience.

### Age Limit :( as on 31-01-2024)

Upper Age limit for Unreserved (UR) Candidates in case of

- Sr.Medical Specialist (E4 Grade) is 42 years for General/UR.
- Sr.Medical Officer /Medical Specialist in E3 Grade is 35 years for General/UR

### Reservations and Relaxations:

**A. Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/Ex-servicemen (ExSM)/Persons with Benchmark Disability (PwBD) [degree of disability 40% or more in respective category]/EWS will be as per Govt. of India Directives. The reservation for PwD / ESM is on horizontal basis.**

**i) Age relaxation to SC/ST/OBC(NCL)/PwBD/EWS**

Relaxation in upper age limit shall be available to respective categories, against reserved posts, as below, in line with the Presidential Directives/ guidelines of Govt. of India for the purpose:

PwBD/ExSM Candidate belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation under one/ more categories. However, cumulative relaxation in age for one/more than one category taken together shall be limited to maximum age of the Candidate not exceeding 56 years as on cut-off date.

**TABLE A.**

Category	Relaxation in Upper Age Limit
OBC (Non Creamy Layer)	3 Years
SC/ ST	5 Years
PwBD	10 Years
Domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989	5 Years
Ex-servicemen & Commissioned Officers (including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs)	As per GoI/Presidential Directives ( Gazette Notification GSR757(E) dated 04.10.2012 may be referred )

To avail such relaxation in upper age limit, the candidate is required to have valid category certificate.

**ii) Reservation under OBC-NCL category:**

1. Name of caste to which Candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The name of the caste mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list.
2. Candidates need to furnish caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.
3. The OBC certificate should also clearly indicate that the Candidate does not belong to '**Creamy Layer**' as defined by the Government of India for applying to posts and services under the Central Government

The OBC category Candidates who belong to "**CREAMY LAYER**" are not entitled for OBC (NCL) concession/ reservation and such Candidates shall have to apply as "General" category Candidate

**iii) Reservation under SC/ ST Category:**

1. Name of caste to which Candidate belongs must appear in the Central List of SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India.
2. The caste certificate must contain date of issue along with name of caste.
3. The Candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India.

**IV) Reservation under EWS:** Candidates belonging to Economically Weaker Sections (EWS) will have to submit a copy of valid Income & Asset certificate issued by the competent authority as per OM No. 36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India on the basis of gross annual income of Financial Year 2022-2023.

**V) Reservation under PwBD:-**

- 1) The selection of Candidates belonging to PwBD category will be from following category only:

<b>Discipline</b>	<b>Identified categories in CIL suitable for Executives</b>
(A) MEDICAL – SPECIALIST/SR. MEDICAL SPECIALIST & (B) MEDICAL - SR. MO	(a) OA, OL, Dw, (b) SLD, (c) MD involving (a) to (b).

- 2) For getting the benefit of reservation under PwBD category: The Candidate should meet following criteria to claim relaxation/reservation under PwBD category-
- Degree of Disability - Minimum 40%
  - PwBD certificate as per latest format applicable to relevant category of disability.

**How to apply :**

- The Prescribed format of the application form for the post of Medical Executives is enclosed herewith. The candidates will be required to send the duly filled in application form as an advance copy in the format along with self-attested copy of the testimonials through **Speed Post** to **The General Manager(Personnel)/ HoD(EE), at Executive Establishment Department, 2<sup>nd</sup> Floor, Coal Estate, Western Coalfields Limited, Civil Lines, Nagpur, Maharashtra- 440001, which should reach within the stipulated date 11-04-2024 by time 05:00 PM.** In case, the application of the candidates not received within the stipulated date, it will not be entertained.
- No other mode of delivery (by hand/email/couriers, etc) of applications would be accepted/entertained.**
- A Candidate can apply for only one post in a Subsidiary. If applications are received for Sr. Medical Officer as well as Medical Specialists/Sr. Medical Specialists in a subsidiary, then the application will be considered against Medical Specialists/Sr. Medical Specialists, as the case may be, whether or not it is the recent one.**
- If more than one application is received from a candidate for the same post, most recent (current) application will be considered as final.
- Documents to be submitted is as mentioned in the application format.
- Candidates shortlisted for interview is advised to present themselves to the interview locations with all the documents needed in original along with 2 photocopies of each along with the duly filled Application form as provided with the advertisement.**
- At the interview locations, the applications along with the original documents of the Candidates will be screened. Any Candidate whose application is incomplete or any discrepancy found w.r.t eligibility criteria, non-availability of original certificate, Attempt Certificate then such Candidate will not be considered for personal interview.

**General terms/conditions:**

- DNB period may be considered as post qualification experience for candidates who are having qualification of DNB in addition to the required minimum qualification Likewise, MDS period may also be considered as post qualification experience.

- ii) However, those candidates who have not passed DNB course, the period spent in DNB course will not be considered as post qualification experience like MDS, MD/MS period may also be considered as post qualification experience for the candidates applying for the post Sr Medical Officer for which minimum qualification is MBBS. However those candidates who have not passed MD/MS/MDS, the period spent in MD/MS/MDS course will not be considered as post qualification experience.
- iii) The Administrative action/decision to fill the vacancies are vested with cadre controlling authority i.e Chairman, CIL as per the cadre scheme and same will be followed.
- iv) Candidates dismissed from service by the previous employer including CIL by way of disciplinary action will not be eligible for appointment.
- v) Character and antecedent verification of the appointees will be done post appointment and in case of any discrepancy or concealment of information is found, the appointment will stand null and void abinito.
- vi) No application fee will be charged from the Candidates.
- vii) The cases of Bond transfer, will be governed as per extant rule/DoPT/DPE guideline.

#### **For Employees of CIL/Subsidiary Companies**

There is no age bar, however, they will have to fulfill all other advertised norms and attach 'NOC' as per rule. **Without 'NOC'**, their cases will be rejected.

#### **Selection Methodology:**

The mode of selection will be based on number of attempts in acquiring qualification, experience and personal interview as laid down in the "Policy for Decentralized recruitment of Candidates at CIL/Subsidiary level" and amendment & clarification thereof as available in CIL website.

**All Candidates have to submit Attempt Certificate/s issued by University/College along with the advance application without fail, failing which their candidature will not be considered.**

In case of tie in marks of the Candidate, the methodology applied will be according to the "Policy for Decentralized recruitment of Candidates at CIL/Subsidiary level" as available in CIL website.

A committee will shortlist candidates for interview in the ratio of 1:10, if the application received is more than 10 in ratio. However the above shortlisting will not be applicable to Medical Specialist and Sr Medical Specialist.

#### **Others terms and conditions**

1. Only Indian Nationals are eligible to apply.
2. Candidates may be posted anywhere in Subsidiary Companies as per the requirements of the Company.
3. For all the posts - Cut off for **Age, Qualification & experience would be as on 31-01-2024**
4. Candidates must have completed one-year compulsory internship.
5. Applicants with PG qualification shall submit their Registration Certificate from MCI/DCI/State Medical Council/State Dental Council in which their PG qualification is mentioned.
6. Unless the applicants produce valid Registration certificate from MCI/DCI/State Medical Council/State Dental Council, result/passing certificate/relevant documents in original, they will not be allowed to appear in the interview.



7. In case of CGPA / grade/grade point is awarded instead of marks, a certificate from the Registrar of the University / Head of Institute /Competent Authority is to be submitted specifying exact equivalent percentage and marks.
8. In support of age, Candidates will have to submit self-attested copy of Matriculation / Secondary level/Senior Secondary level certificate/Mark sheet along with application.
9. In support of educational qualifications, percentage of marks & experience, Candidates will have to submit self-attested copy of the relevant mark-sheet / certificates along with application.
10. Candidates belonging to OBC (Non-creamy Layer)/SC / ST/EWS will have to submit self-attested copy of valid caste certificate. For PwBD category, certificate in the prescribed format of Govt.of India duly issued by the competent authority, has to be submitted along with application.
11. If the EWS/SC/ST/OBC certificate has been issued in a language other than English/Hindi, then the Candidates will be required to submit a self-certified translated copy of the same in English.
12. Canvassing in any form or bringing outside influence will disqualify the candidature.
13. In case of variation of Name / Surname / name spelling mentioned in the Application with that of educational/professional qualification certificates/caste certificate, the applicant should submit an affidavit from first class judicial Magistrate to this effect.
14. Candidates employed with Government /Semi-Govt./ Public Sector Undertaking/ Autonomous Body should submit **No Objection Certificate** from the present employer at the time of interview, if not produced earlier with the application, failing which they will not be interviewed.
15. Candidates employed with Government /Semi-Govt./ Public Sector Undertaking/ Autonomous Body should submit their relieving letter from the present employer for issuance of Offer of Appointment.
16. **Medical Examination:** Selected Candidates will be required to undergo Initial Medical Examination (IME) before the duly constituted Medical Committee as per the Medical Attendance Rules of the company at the notified venue and date. After being declared medically fit only, offer of appointment will be issued to the Candidates after observing all the administrative formalities. Candidates are advised to refer to the details available on our website under the heading “**Career with CIL**” to understand the prescribed medical norms. The decision of the Medical Committee will be final and binding.
17. Candidates called for interview may answer either in English or in Hindi.
18. All correspondence with the Candidates will be done through email id and they are advised to check their emails regularly. The company will not be responsible for any loss of email.
19. Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
20. Applicants must super scribe the Post and Grade applied on the envelope while sending the advance copy of the application.

21. . If, at any stage of the recruitment process or subsequently, it is found that, the applicant:

- a) has provided wrong information or submitted false documents or
- b) has suppressed relevant information or facts
- c) does not meet the eligibility criteria for this recruitment or
- d) has resorted to unfair means during selection process or
- e) is found guilty of impersonation

She/he will be liable to be disqualified, prosecuted and and her/his application/appointment will be cancelled/rejected forthwith.

22. CIL Board reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of the "Policy for decentralized recruitment of Candidates at CIL/Subsidiary level" at its discretion for the reasons to be recorded in writing. However, DP (P&IR), CIL can amend the implementation methodology of the said Policy as per approval of Chairman, CIL.

23. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the recruitment process without any further notice and without assigning any reason thereof.

24. Any amendment / modification relating to this recruitment will be notified on CIL website only.

25. Legal jurisdiction will be at Kolkata only.

**Contact for any clarification:**

Office Hours- 10:00 AM to 5:00 PM (Monday to Friday)

Excluding Lunch hours (01:30 PM to 02:30 PM)

10:00 AM to 01:30 PM (Saturday), Office shall remain close on Sunday

For any queries, please contact us at: **0712-2512352** and

Email\_\_id: [hrrecruitment.wcl@coalindia.in](mailto:hrrecruitment.wcl@coalindia.in)

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**General Manager(Personnel)/ HoD(EE)**

**Western Coalfields Limited**

Date: 27-02-2024



**COAL INDIA LIMITED**  
**Application for Medical Executives**

Paste recent  
passport size  
colour  
photograph

**Signature**

Post applied for: \* Sr Medical Officer (E-3 Grade)

\* Medical Specialist (E-3 Grade)

\* Sr.Medical Specialist (E-4 Grade)

\* Sr.Medical Officer - Dental (E-3 Grade)

**Personal Details**

1	Candidate's Name (as per Matriculation /Secondary Board certificate)	
2	Father's/Husband's Name	
3	a) Date of Birth (In Figures) b) Date of Birth (In Words)	
4	Age as on cut-off date (31-01-2024):	Years..... Months..... Days.....
5	PAN No./AADHAR No.	
6	Gender: (Male / Female/Transgender)	
7	Email Id.	
8	Mobile Number	
9	Nationality:	
10	Marital Status (Single /Married / Widow/ Divorcee)	
11	If Married, Occupation of Spouse:	
12	Religion :	
13	Caste Category :	General /OBC(NCL)/SC/ST/EWS
14	Caste Certificate No :	
15	Date of issue of caste certificate(DD/MM/YY):	
16	Caste certificate issuing authority	

17 (A)	For Medical Specialist & Sr.Medical Officer, are you a Person with Disability of a.OH(OA/OL),Dw, b.SLD, c. MD involving a to b? If Yes, tick the category of disability	Yes/No Percentage of Disability: a. OH(OA) OH(OL) Dw, b.SLD, c. MD
(B)	For Sr.Medical Officer(Dental), are you a Person with Disability of a.HH b.OL,,Dw, c.SLD, d. MD involving a to c? If Yes, tick the category of disability	a. HH b. OL Dw c. SLD d. MD involving a to c
18	Date of issue of PWD Certificate(DD/MM/YY)	
19	PWD issuing authority	
20	Address for correspondence	..... ..... Pincode.....
21	Permanent Address	..... ..... Pincode.....
22	Whether a domicile of J&K during the Period 01-Jan-80 to 31-Dec-89?	Yes / No
23	Whether an Ex-Serviceman? If yes, mention the last Rank held and the number of years served in the Rank.	Yes / No

**24.1 Qualification (PG Degree/DNB/PG Diploma Details) - Sr.Medical Specialist/Medical Specialist**

Name of Qualification :	
Qualification Specialization :	
Name of University/Board :	
Name of Institute/College :	
Month and Year of Admission:	
Month and Year of Passing :	
Marks Obtained:                      Out of :	
Percentage of Marks:	
Number of attempts:	

**Other Qualification Details, if any:**

Degree :	
Specialisation:	
Name of University/Board:	
Name of Institute/College:	
Year of Passing:	



**26 .CIL Employee Details**

Are you an employee of CIL or its subsidiary companies?	Yes / No
EIS Number :	
Designation/Grade:	
Name of Subsidiary:	

**27. Criminal Case Details**

Have you ever been arrested, prosecuted, and convicted by a Court of Law?	Yes/ No
If Yes, Case No. & Date :	
Name of Court:	
Status of Case:	
Section(s) of IPC under which arrested/prosecuted/convicted	

28. Whether you have been dismissed from service by the previous employer including CIL by way of disciplinary action? Yes/No

\* In case CGPA/grade/grade point are awarded instead of marks, a certificate from the Registrar of the University/Head of Institute/Competent Authority is to be attached specifying exact equivalent percentage and marks

\*\* If any candidate has obtained required eligible qualification from a Foreign University/Institute, copy of certificate of passing qualifying examination from MCI is to be attached along with application

29.	Medical Degree/PG Degree/PG Diploma/DNB/BDS/Other qualification Registration Certificate No.: (Issued by MCI/DCI / State Council) Date of Issue:	
30.	Period and Date of Completion of one year Compulsory Rotational Training / Internship: Name & Place of Institute / Hospital	

I, hereby declare that the information as furnished above is correct to the best of my knowledge and belief. If at any stage of recruitment process, it is found that the information as furnished above is incorrect or wrong or have submitted any false documents and I have suppressed any information or facts and doesn't meet the eligibility criteria for this recruitment or has resorted to any unfair means during selection process or is found guilty of impersonation my candidature for the post applied is liable to be cancelled at any stage of the selection process.

Date:

Place:

\_\_\_\_\_  
Signature of the candidate

1. Please PASTE photo with signature on the first page of Application form
2. The candidate is required to fill up all the columns. Application will be rejected if any column is left blank, not filled or incomplete. No further correspondence will be entertained.
3. Ensure that the mobile no. and email ID are correct and valid for at least next one year.
4. If the percentage of marks / any other data filled by the candidate is found incorrect, the company reserves the right to reject the application.
5. Self-attested photocopies of the all the applicable certificates to be attached.

**LIST OF DOCUMENTS (PHOTOCOPY) TO ATTACH:**

1	Recent Passport size photograph( not more than 3 weeks old)
2	Date of Birth Proof ( As per Matriculation/Secondary Level/Senior Secondary Level certificate/Mark sheet)
3	MBBS Degree/BDS Certificate and also Post Graduate Degree/DNB/ Post Graduate Diploma certificate along with Mark sheets of all the years
4	Valid Registration certificate from MCI/DCI/State Medical Council
5	Compulsory Rotatory Training / Internship certificate
6	Caste Certificate in respect of reserved categories in prescribed proforma (OBC Non Creamy Layer, SC/ST/EWS)
7	PWD certificate in case of Persons with Disability in prescribed format
8	Service certificate in case of Ex-servicemen
9	Declaration for recognized Non Creamy layer in respect of OBC(NCL) candidates in prescribed format
10	Certificate in the prescribed format issued by the competent authority in respect of J&K domicile
11	In case CGPA/Grade/ Grade point are awarded instead of marks, a certificate from the Registrar of the University/ Head of Institute/ Competent Authority is to be submitted specifying exact equivalent percentage and marks.
12	Experience certificate –Date of joining and date of completion should be clearly mentioned
13	Candidates working in Govt. /Semi-Govt./ Public Sector Undertaking/ Autonomous Body should submit <b>“No Objection Certificate”</b> from the present employer <b>at the time of interview if not produced along with the application.</b>
14	Proof for number of attempts for MBBS/PG Degree/PG Diploma/DNB/BDS

## PRESCRIBED PROFORMAE

### Performa-I

**The form of 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\* ..... of the  
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 List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes 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
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.



This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides 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.

@Please quote specific Presidential Order.

% Delete the paragraph which is 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.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) 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.  
†(not below of 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/her family normally resides.
- (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 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 Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*. 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 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 & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004- Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_ \$

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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

**Form of declaration to be submitted by the OBC candidate (In addition to the community certificate)**

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 services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/ 22/ 93 – Estd. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/ sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/ 3/ 2004 –Estd. (Res.) dated 9<sup>th</sup> March, 2004 and O.M. No. 36033/ 3/ 2004 –Estd. (Res.) dated 14<sup>th</sup> October, 2008.

**Signature:.....**

**Full Name:.....**

**Address:.....**

**Government of.....**

**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSEST CERTIFICATE TO BE  
PRODUCED BY ECONOMICALLY WEAKER  
SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari .....  
son/daughter/wife of ..... permanent resident of,  
..... Village/Street, ..... Post Office,  
.....District..... in the State/Union  
Territory..... Pin Code.....whose photograph  
is attested below belongs to Economically Weaker Sections, since  
the gross annual income\* of his/her family\*\* is below Rs. 8 lakh  
(Rupees Eight Lakh only) for the financial year ..... His/her  
family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above; II.  
Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified  
municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other  
than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the .....  
caste which is not recognized as a Scheduled Caste, Scheduled  
Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent  
passport size  
attested  
photograph of  
the applicant

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term '**Family**' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

\*\*\*\*\*

UNDERTAKING TO BE GIVEN BY THE EX- SERVICEMEN

I....., bearing Roll No.....,

Appearing for the Document Verification of the .....

Examination, 20....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex- Servicemen in terms of the Ex- Servicemen Re-employment in Central Civil Services and Post Rules, 1979, as amended from time to time.

(b) I have not joined the Government Job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for re-employment; or

(c) I have availed the benefit of reservation as ex-servicemen for securing Government job on civil side. I have joined as ..... on .....in the office of.....I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-servicemen for securing Government job on civil side. I have joined as.....On .....in the office of.....Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled / terminated.

Signature:.....

Name: .....

Roll No:.....

Date :.....

Date of appointment in Armed Forces:.....

Date of Discharge:.....

Last Unit/ Corps:.....

Mobile No:.....

Email ID:.....

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing face only) of the person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female - \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(A) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her

\_\_\_\_\_ (part of body) as per guidelines ( .....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued
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