



JAWAHARLAL NEHRU PORT TRUST

Advt. No. A/PE/A-15/2018/AD-02-2019

JNPT invites applications for the post of

Librarian

1 post (Un-reserved)

I. ELIGIBILITY CRITERIA:

Candidates, intending to apply for the above posts should ensure that they fulfil the minimum eligibility criteria specified below:

1. Nationality

A candidate applying for recruitment in the Jawaharlal Nehru Port Trust must be either-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or the East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce such proof of his nationality as required by the JNPT, from time to time. Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

2. Minimum/Maximum Age

[To be reckoned as on 1st April, 2019]

Minimum Age : 18 years.

Maximum Age : 35 years.

Note :

- (i) As per Regulation 9 of JNPT Employees (RSP) Regulations, 2011, employees of the Board of any Major Port Trust possessing the prescribed qualifications and experience may also apply provided that the age limit in such cases shall not exceed fifty five years.
- (ii) The prescribed upper age limits will be relaxed in the case of a candidate who is an ex-serviceman i.e. Ex-employee of India's Defence Forces, and who has put in not less than 6 months continuous service in the Defence Forces, upto the extent of service rendered by him in the Defence Forces and dependent of those killed in action and upto the extent of the service rendered by him in the Defence Forces, where the vacancy to be filled is an unreserved vacancy."
- (iii) The prescribed upper age limit will be relaxed for 10 years in the case of Persons With Disability(PWD). Person having minimum of 40% disability, will only be considered under the category of Persons With Disabilities(PWD).
- (iv) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of scrutiny/verification of documents and /or at the time of any stage of recruitment process as may be required by JNPT.

**3. Educational Qualifications, Experience & other Qualifications
(As on 01.04.2019):**

Post Payscale	Essential Educational and other qualifications
Librarian Pay Scale: 16400-40500, Class-II	1) Degree in Library Science from a recognized University. 2) 8 years experience in a large Library. 3) Working knowledge of Hindi & Marathi.

Note 1: Qualifications should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE or any of the recognized State/ Central board of Higher Secondary education.
The course mentioned if any, should be from recognised institute. The candidate must possess valid Mark-sheet, Degree/Diploma Certificate of the prescribed qualification as on date mentioned above.

Note 2: Candidates must possess the essential qualifications mentioned against the post, candidates not possessing certificate of essential qualifications will not be eligible.

Note 3: Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily attach self-attested relevant documents pertaining to category, nationality, age, educational qualifications etc.

Note 4: Merely applying for the post/ appearing for and being shortlisted in the examination and subsequent processes does not imply that a candidate will necessarily be offered employment in JNPT.

II. SELECTION PROCEDURE:

Selection of the post advertised, will be made on the basis of qualifications, related experience and if necessary Written Test/Online Test and or Skill Test will also be conducted.

The selection of shortlisted candidates for the post will be subject to verification of required documents as indicated in this advertisement, in original. Non submission of requisite documents by the candidate during this process will disqualify his/her candidature from further participation in the recruitment process. Further, during the verification if it is found that the requisite documents do not meet the prescribed criteria, his/her candidature will not be considered further in the recruitment process.

JNPT reserves the right to call only the requisite number of candidates for the selection process, i.e. written test/skill test, based on the preliminary screening/short-listing with reference to qualifications, age, relevant experience, etc. of the candidates.

III. LIST OF DOCUMENTS TO BE ATTACHED TO APPLICATION AND PRODUCED AT THE TIME OF VERIFICATION :

The self-attested photocopies of following documents in support of the candidate's eligibility and identity are required to be attached to the application and original of the same are required to be produced at the time of verification. **Non submission of requisite documents by the candidate will debar his/her candidature from further participation in the recruitment process.**

- (i) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (ii) Photo Identity Proof as indicated in clause pertaining to *IDENTITY VERIFICATION of this advertisement
- (iii) Mark-sheets & certificates of educational qualifications and other relevant eligibility criteria documents as indicated against concerned posts.
- (iv) Experience Certificates on the letter head of concerned Company/Firm indicating dates of joining and date of relieving(if not presently working on the same organisation) with date wise details of posts held during the period.
- (v) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. Prescribed formats are attached herewith.

(vi) Special instructions for SC/ST/OBC:

a) The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:

- (1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar(as per the policy of the respective state Government).
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Note: a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Verification.

b) Please refer to Annexure for the prescribed formats of (SC, ST, OBC) certificates to be submitted at the time of verification etc.

(vii) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of verification of documents, in the absence of which their candidature will not be considered.

(viii) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India.

(ix) Disability certificate in prescribed format (Please refer to Annexure) issued by the District Medical Board in case of Persons With Disability (OH) category.

(x) Any other relevant documents in support of eligibility.

Note: JNPT reserves right not to consider the candidature if he/ she fails to produce the relevant eligibility documents as mentioned above.

IV. HEALTH:

Applicants should be of sound health and should meet the medical standards. Appointment of selected candidates shall be subject to receipt of fitness certificate/medical report from the JNPT Hospital.

V. PROBATION PERIOD :

Every person appointed to a post by direct recruitment shall be on probation as per the JNPT Employees(RSP) Regulations, 2011. The period of probation may, if the Appointing Authority deems fit, be extended for a specific period. During the period of his/her probation, an employee may be required to undergo such departmental training and pass such departmental tests as the appointing authority may, from time to time, specify in this behalf.

VI. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application.

At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written , electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred, either permanently or for a specified period, from any examination conducted by Jawaharlal Nehru Port Trust.
- c) For termination of service, if he/she has already joined the Port Trust (The Jawaharlal Nehru Port Trust).

VII. SUBMISSION OF APPLICATION

- 1) Applications shall be accepted only by post / speed post / registered post / courier on working day only. On the envelop "**Application for the post of Librarian**" should be mention clearly.

- 2) Applications should reach, on or before **24th May, 2019** at :

Manager(P&IR)

Jawaharlal Nehru Port Trust,
Administration Building,
Sheva,
NAVI MUMBAI – 400 707.

- 3) Along with the application, details of applicants shall be given in the **prescribed format** given below. Self attested photocopies in proof of age, qualifications, experience, training, caste, PWD certificate, ex-servicemen discharge book (as applicable), etc. and a passport size photograph are required to be attached to the application.
- 4) JNPT takes no responsibility to consider any certificate sent separately.

VIII. GENERAL INFORMATION

1. Merely applying for the post and being shortlisted in the examination/interview and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.
2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the Jawaharlal Nehru Port Trust in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.
3. Decision of the Jawaharlal Nehru Port Trust in all matters relating to recruitment including shortlisting of candidates for examination and or interview will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this behalf.
4. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
5. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in Jawaharlal Nehru Port Trust recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. While applying, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.**
7. Jawaharlal Nehru Port Trust does not assume any responsibility for the candidates not being able to submit their applications in the given address within the last date on account of any reason whatsoever.
8. Applicants are advised to register online themselves and to keep their email id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the Jawaharlal Nehru Port Trust.
9. Admission to further recruitment process will be purely provisional without verification of age / qualification / experience / category (SC/ST/OBC/PWD) etc. of the Candidates with reference to documents.
10. Original documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification. **Caste certificate accompanied with caste validity certificate** must be submitted by candidates seeking reservation/relaxation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.
11. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.
12. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to submit "No Objection Certificate" from their employer at the time of Verification/certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt./Public sector / Private) at the time of joining Jawaharlal Nehru Port Trust, **WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.**
13. The candidates will have to appear for the tests, verification of documents etc., at their own cost.
14. Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Jawaharlal Nehru Port Trust. Such appointment will also be subject to the service and conduct rules of the Jawaharlal Nehru Port Trust.

15. Decisions of the Jawaharlal Nehru Port Trust in all matters regarding eligibility, conduct of written/online examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Jawaharlal Nehru Port Trust in this regard.
16. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Mumbai. Courts/ Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
17. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Jawaharlal Nehru Port Trust in force.
18. Candidate's admission to the online test/written exam other tests is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Jawaharlal Nehru Port Trust.
19. The Jawaharlal Nehru Port Trust reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

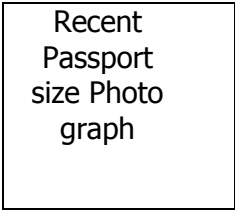
IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE CAREER SECTION OF OUR WEBSITE <http://www.jnport.gov.in> 'Career' menu SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE CAREER SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

**Manager(P&IR)
Jawaharlal Nehru Port Trust**

PROFORMA

Application for the post of **Librarian** in JNPT



1. **Full name (in block letters)** :
2. **(a) Address for communication** :

- (b) Telephone No./Mobile No.** :
- (c) E-Mail address** :
3. **Name of present employer, post held with pay scale** :
4. **Date of Birth** :
5. **Age as on 1st April, 2019** :
6. **Whether belongs to SC/ST/OBC/ EX-SERVICEMAN** :
7. **Whether belongs to PWD** : Yes/No. If yes type _____ & _____%
8. **Educational & other qualification** :

Sr. No.	Degree/Diploma	Name of University/ Institution	Year of passing	Marks obtained/ Out of	% of Marks

10. Details of employment / experience in chronological order :

Name of the Organization	Post held	Scale of pay	From	To	Nature of duties

**11. State clearly whether in the light :
of the entries made by you above,
you meet the requirements of the post.**

**12. Nature of present employment & :
post held.**

13. Documents attached to the application :

14. Any other information :

The above information is correct and if at any time it is found that the information furnished above is incorrect/false, my candidature will stand cancelled. If any shortcoming/s is/are detected even after my selection, my services are liable to be terminated at any time.

Date : / /2019

(Signature of applicant)

FORM OF CERTIFICATE TO BE PRODUCED BY

**A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN
SUPPORT OF HIS / HER CLAIM**

1. This is to certify that Sri/Smt./Kum*
_____ 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)Orders, 1951;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists 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 Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- * 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 Orders (Amendment) Act, 1976;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (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 and Kashmir) Scheduled Tribes Order, 1989;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- * The Constitution (ST) Orders (Second Amendment) Act, 1991;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996.

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari*
_____ Father /Mother* of Sri / Smt
/Kumari* _____ of

village/ town _____ in District/ Division* _____ of
the State/Union Territory* _____ who belong to
the _____ Caste / Tribe* which is recognized as a Scheduled
Caste/Scheduled Tribe* in the State/Union Territory* issued by the
_____ [Name of the authority] vide their
order No. _____

_____ dated _____.

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

Signature

Designation

[With
seal of
Office]

Place:
Date :

State/Union Territory

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

----- * Please delete the words which are not applicable.
Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

- (1) District Magistrate/ Additional District Magistrate/Collector/
Deputy Commissioner/Deputy Collector/ First Class Stipendiary
Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive
Magistrate/ Extra Assistant Commissioner (Not below the rank of
First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/
Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar(as per State Govt.
policy).
- (4) Sub-Divisional Officer of the area where the candidate and/or his
family normally resides.

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/daug
hter of of village/
town
In District/ Division in the State / Union Territory
.....belongs to
the
..... community which is
recognized 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 Personal & Training O. M. No. 36012/22/93 – Estt.(SCT) dated
08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- 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.

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

FORM -I

Disability Certificate

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

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP 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
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____% (in figure) _____
percent (in words) permanent physical impairment/blindness in relation
to his/her _____ (part of body) as per guidelines (to be specified)

2 . The applicant has submitted the following documents 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 disability certificate is issued.

FORM - II

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph(Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that we 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 are satisfied that :

- (A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		

2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- _____ percent

In words : _____ percent

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

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM /YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

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

FORM - III

Disability Certificate

(In cases other than those mentioned in Forms I and II)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING
THE CERTIFICATE)

Recent PP 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 are

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		

5	Mental retardation	x		
6	Mental-illness	x		

satisfied that he/she is a Case of _____ disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{ Countersignature and seal of the
CMO/Medical Superintendent/Head
of Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal) }

Signature/Thumb impression of
The person in whose favour disability
Certificate is issued.

Note : In case this certificate is issued by a medical authority who is not a
government servant , it shall be valid only if countersigned by the Chief medical
Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification
number S.O.908 (E), dated the 31st December, 1996.
