बैंक ऑफ़ बड़ौदा
Bank of Baroda

Head Office, Vadodara

RECRUITMENT OF HUMAN RESOURCE ON CONTRACT BASIS FOR MOBILE BANKING DEPARTMENT IN BANK OF BARODA

Join India's International Bank For A Challenging & Progressive Career

Online Registration of Application starts from : 13.06.2019	Last date for Online Registration of Application & Payment of fees: 03.07.2019

Bank of Baroda, One of India's Largest Banks is looking for qualified Specialist officials on contractual basis for Mobile Banking Department who can lead & support the Bank to enhance customer experience through Mobile Banking eco system consisting Banking & Financial Services, Wealth Management & Insurance, Merchant Eco-system.

	PLEASE NOTE THAT
1.	A candidate can apply for only one post under this project.
2.	The process of Registration of application is complete when fee is deposited with the Bank through On-line mode on or before the last date for fee payment.
3.	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Short-listing and interview will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents when the candidate reports for interview if called.
4.	Candidates are advised to check Bank's website **www.bankofbaroda.co.in/careers.htm** regularly for details and updates. Call letters/advices, where required will be sent by e-mail only.
5.	Post qualification experience below 6 months in any organization would not be considered
6.	Only Candidates willing to serve anywhere in India, should apply.

VACANCIES AND OTHER DETAILS IN RESPECT OF VARIOUS POSTS

S. No	POST	Age Limit	Qualification	Experience	Role & Responsibilities
1	Mobile Banking : Product Lead	27-45	The candidate must hold a degree in Engineering/Technology. Candidate with Masters/ Post Graduate degree & more relevant experience will be given preference	Minimum -7- years of full-time experience working with leading BFSI organisation, preferably in mobile banking vertical with exposure to BFSI products and channels as part of a bank's product team, digital innovation or transformation team.	• Conceptualize the end-to-end product roadmap of mobile banking eco-system consisting of Banking & Financial Services, Recharge & Bill Payments, Wealth Management & Insurance, Merchant Eco-system etc. • Advance digital innovations in various customer journeys and participate in strategy and roadmap that will position the bank with best-in-class Digital Banks. • Review existing mobile banking offerings for enhancements with respect to business goals, competitiveness and revenue opportunities. • Spot, collaborate and design solutions in partnership with Fintech firms for innovative use of emerging technologies in mobile-banking vertical of the bank and enrich customer experience. • Strategize and manage mobile innovations roadmap to support bank's digital journey. • Ensure internal collaboration within bank, along with the adherence to all laid down processes by audit, legal, compliance etc. to streamline the development of m-banking products and services. • Manage overall relationships with internal stakeholders for efficient conceptualization and execution of the innovation projects specific to m-banking. • Work with regulatory bodies like NPCI and RBI to get the approval/direction of implementation of new age technology, as and when required. • Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.
2	Mobile Banking : Eco-system Partnerships Lead	25-40	The candidate must hold a degree in Engineering/Technology. Candidate with Masters/ Post Graduate degree & more relevant experience will be given preference	Minimum -5- years of full-time experience working with leading companies such as banks/Fintechs/start-ups, with hands-on experience of concluding partnerships, especially around mobile-banking domain.	• To lead in creation of mobile banking solutions particularly focusing on a partnership framework. • To identify relevant opportunities and conclude the partnerships for larger banking relationship across eco-systems like Retail and Corporate Banking, Wealth Management, Insurance, Travel, Shopping etc. • Creation of holistic mobile banking partnership strategy and identify new areas for collaboration by understanding existing banking products. • Approach, initiate, negotiate, on-board, contract with potential partnerships. • Work with internal technology and allied verticals as well as external strategic business partners to expand and advance bank's mobile banking channels. • Build highly collaborative relationships by managing cross-functional teams through project management, attention to detail, processes, and networking. • Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.
3	Mobile Banking : UI/UX Designer	24-40	The candidate must hold a degree in Engineering/Technology. Candidate with Masters/ Post Graduate degree & more relevant experience will be given preference	Minimum -4- years of full-time experience working with leading BFSI organisation or technology firm, preferably in mobile banking vertical with hands-on experience in developing UI/UX mobile banking apps through design software and wireframe tools.	• Gather and evaluate user requirements, in collaboration with product managers and engineers. • Design graphic user interface elements like menus, tabs and widgets for Bank's mobile banking app. • Implement new user interfaces and features together with automated unit and integration tests. • Identify and troubleshoot UI/UX issues of m-banking products. • Conduct layout adjustments based on user feedback. • Ensure the best performance and user experience of the application. • Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.
4	Mobile Banking : Tech Architecture Lead	25-40	The candidate must hold a degree in Engineering/Technology. Candidate with Masters/ Post Graduate degree & more relevant experience will be given preference	Minimum -5- years of full-time experience working with leading BFSI organisation, preferably in mobile banking vertical with hands-on experience in developing the tech architecture for mobile banking apps.	• Lead co-ordination of entire development life cycle of the project to ensure successful completion of projects as per project plan and timelines from Concept initiation, Requirement Gathering, Sign off for FSD, BRD, Design/UI & Development etc. • Strong knowledge of architectural patterns like MVP, MVC, MVVM, and Clean Architecture and the ability to choose the best solution for mobile app. • Ensure the maintenance of operational efficiency and risk & control framework within the specialist support areas as per operational and procedural guidelines. • Knowledge of server-side technology to architect applications or data to build scalable, high-performing m-banking solutions. • Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.

5	Mobile Technology : Team Member	23-35	The candidate must hold a degree in Engineering/Technology. Candidate with Masters/ Post Graduate degree & more relevant experience will be given preference	Minimum -3- years of full-time experience working with leading BFSI organisation, preferably in mobile banking vertical	• To create process documents, product definition, liaise with multiple internal departments. • Evaluate global best practices in the mobile banking domain and check the feasibility of launching it in the bank. • Use of consumer research to review existing and new retail customer needs, profile various personas to provide m-banking solutions. • Maintain and track usage, uptimes, faults towards ensuring that the mobile banking channel is available 24/7/365. • Communicates status of projects and serious issues to senior management, and proactively recommend work-arounds and viable solutions to improve customer experience around the use of mobile banking. • Actively manage internal customers and provide periodic updates on projects. • Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.

RESERVATION IN POSTS:-

SC	ST	OBC	EWS	UR	PWD	TOTAL
0	0	0	0	5	0	5

Application fees: Rs. 600/- for Unreserved, EWS & OBC candidates
Rs. 100/- for SC, ST & PWD

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker sections, UR- Unreserved, PWD - Persons With Disability, OH-Orthopedically Handicapped, HI – Hearing Impaired, VI- Visually Impaired.
Please note that change of category will not be permitted at any stage after registration of online application.

A. REMUNERATION:

Remuneration offered will be on CTC basis as per market benchmarks and is negotiable based on candidate's qualifications, experience and overall suitability for the respective posts. Proposed CTC for each positions is as under:

Position	Proposed CTC in Lacs
Mobile Banking : Product Lead	20-25
Mobile Banking : Eco-system Partnerships Lead	15-20
Mobile Banking : UI/UX Designer	15-20
Mobile Banking : Tech Architecture Lead	15-20
Mobile Technology : Team Member	10-15

However, Compensation will not be a limiting factor for the right candidate and will be discussed on a case to case basis.

B. NATURE OF EMPLOYMENT

Contractual Engagement for a period of 3 years, with yearly performance review. The term of engagement may be extended at the option of the Bank.

C. LOCATION OF POSTING : Mumbai. The candidate may be deputed to work with the team(s) within the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.

D. SELECTION PROCEDURE:

Selection will be based on short listing and subsequent round of Personal Interview and/or Group Discussion.
• Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
• The Bank reserves its right to call for test/ GD/ PI, candidates in a ratio, at its sole discretion.
• Adequate candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for GD/PI and merely applying for the post does not entitle the candidate to be eligible for the selection process.
• The qualifying marks in test/Interview will be decided by the Bank.
• A candidate should qualify in all the processes of selection, GD and/or PI (as the case may be) and <u>sufficiently high in the merit to be shortlisted for subsequent process</u>.
• In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.

E. HOW TO APPLY:

Candidates are required to have a valid personal email ID and Contact No. It should be kept active till completion of this recruitment project. Bank may send call letters for GD and/or interview through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**

a) GUIDELINES FOR FILLING ONLINE APPLICATION:

i. Candidates will be required to register themselves online through Bank's website **www.bankofbaroda.co.in/careers.htm** and pay the application fee using Debit Card / Credit Card / Internet Banking etc.
ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph & Signature. Please refer to Anneuxre I regarding scanning of photograph & signature.
iii. Candidates should visit Bank's website **www.bankofbaroda.co.in/Careers.htm** and open the appropriate Online Application Format, available through the link mentioned in the advertisement.
iv. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "**VERIFY**" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online

application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

v. The name of the candidate and his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.

vi. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.

vii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.

viii. Bank of Baroda does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Baroda.

b) PAYMENT OF FEES:

i. Application fees and Intimation Charges (Non-refundable) ₹ 600/-for General and OBC candidates (plus applicable GST & transaction charges) and ₹ 100/- (Intimation charges only) for SC/ ST/PWD candidates (plus applicable GST & transaction charges). Bank is not responsible if any of the candidates makes more than one payments.

ii. Fee payment will have to be made online through payment gateway available thereat.

iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.

iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.

vi. If the online transaction is not successfully completed, please register again and make payment online.

vii. There is also a provision to reprint the application form containing fee details, at later stage.

c) GENERAL INFORMATION:

i) The selected candidate will be required to sign an employment contract.

ii) Candidates should satisfy themselves about their eligibility for the post applied for.

iii) Candidates will have to appear for the GD/interview at their own expense. However, eligible outstation SC/ST/Persons with Bemchmark Disabilities category candidates called for GD/ interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Bemchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings /Local Government, Institutions and Panchayats etc.

iv) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

v) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

vi) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), 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.

vii) Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.

viii) **Intimations will be sent by email and/ sms only to the email ID and mobile number registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorised Bank's website www.bankofbaroda.co.in for latest updates.

ix) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

F. ANNOUNCEMENTS

All further announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorised Bank's website www.bankofbaroda.co.in from time to time under **Career section-Current Opportunities**.

Disclaimer: - Instances for 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 any of the 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. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

Merely satisfying the eligibility criteria norms does not entitle the candidate to be called for test/ GD/ interview. The Bank reserves the right to call only the requisite number of candidates for test/GD/ interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of test /GD/ interview without assigning any reason.

Vadodara
13.06.2019   **HEAD – HR OPERATIONS**

GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE :

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below:-

(i)   **Photograph Image :-**
- ➢ Photograph must be a recent passport style colour picture.
- ➢ Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- ➢ Look straight at the camera with a relaxed face.
- ➢ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- ➢ If you have to use flash, ensure there's no "red-eye".
- ➢ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- ➢ Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- ➢ Dimensions 200 x 230 pixels (preferred)
- ➢ Size of the file should be between 20kb – 200kb.
- ➢ Ensure that the size of the scanned image is not more than 200kb. If the size of the file is more than 200kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii)   **Signature Imaging :-**
- ➢ The applicant has to sign on white paper with Black Ink Pen.
- ➢ The signature must be signed only by the applicant and not by any other person.
- ➢ The signature will be used to put on the Call letter and wherever necessary.
- ➢ If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- ➢ Dimensions 140 x 60 pixels (preferred)
- ➢ Size of the file should be between 10kb – 200kb.
- ➢ Ensure that the size of the scanned image is not more than 200kb.
- ➢ **Signature in CAPITAL LETTERS shall NOT be accepted**

(iii)   **Scanning the photograph & signature :-**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
5. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

   Candidates using MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 200kb by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 200kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

   If the file size and format are not as prescribed, an error message will be displayed.

   While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

(iv)   **Procedure for uploading the Photograph and Signature :-**
- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature".
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the upload button.

Your Online Application will not be registered unless you upload your photograph and signature as specified.
Note :-
1. *In case the face in the photograph or signature is unclear, the candidate's application may be rejected.*
2. *After registering online, candidates are advised to take a printout of their system generated online application forms.*
3. *In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.*

ANNEXURES - FORMS

**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 State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) 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 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;
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

………2

 # 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 _____

Place: [With seal of Office]
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.
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* Please delete the words which are not applicable.
# Delete the paragraph which is not applicable.

<u>List of authorities empowered to issue Caste / Tribe Certificates:</u>

1.   District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2.   Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3.   Revenue Officer not below the rank of Tehsildar.

4.   Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time
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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 Sri / Smt. / Kumari_____son/daughter of _____ of village/Town _____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 Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated :   **District Magistrate**

                                              Deputy Commissioner etc.

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.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20of the Representation of the People Act, 1950.
The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)

(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 :

- **Iocomotor 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)
(Prescribed proforma subject to amendment from time to time)
(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 Sh

_____ Date of Birth (DD / MM / YY) ____ ____ __

Age _____ years, male/female _____ Registration No. _____ permanent resident

House No._____ Ward/Village/Street _____ Po

Office _____District _____ State _____, whose photograph is affixe

above, and are satisfied that :

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

(Prescribed proforma subject to amendment from time to time)

(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 he/she is a Case of _____ disability. His/her extent of percentage

physical impairment/disability has been evaluated as per guidelines (to be specified) and is 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		

(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

<div align="right">

(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)}

</div>

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