

RECRUITMENT OF HUMAN RESOURCE ON CONTRACT BASIS FOR GOVERNMENT RELATIONSHIP

SEGMENT IN BANK OF BARODA

Join India's International Bank For A Challenging And Progressive Career.

Online Registration of Application starts from : 16.07.2018	Last date for Online Registration of Application & Payment of fees: 06.08.2018
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Bank of Baroda, One of India's Largest Banks is looking for qualified Specialist Human Resources on contractual basis, for various segments of Government Relationship who can lead & support the Bank to boost business development activities in the respective field by liaising with various government departments, planning segment specific strategies, initiatives and activities.

PLEASE NOTE THAT	
1.	A candidate can apply for only one post under this project. There is one position for each post/vacancies
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/advice, 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	Minimum years of Experience	Maximum Age	Qualification	Desired Profile / Job Role/ Key Skills
1	Assistant Vice President – (Freight Services & Shipping)	07	30-42	MBA from a premier business school Candidate having qualification in the prescribed field will be given preference.	<ul style="list-style-type: none"> • Good knowledge of LOGISTICS, INVENTORY CONTROL, STOCK TAKING, WAREHOUSE, STOCK RECONCILIATION, MIS REPORTING, SHIPPING Having domain knowledge of freight services and shipping industry • Maintaining logistics solutions; Delivery Solutions • Warehousing, under supply chain finance solutions • Should be capable of providing optimal financing solutions, legal & technical due diligence and development of financing plans • Digitalization & integration of freight collection/payment services • On time generation & reporting / MIS reports • Flag of critical non-compliance on a regular basis • Submission of reports with regard to growth of finance portfolio other ancillary finance products to shipping lines • Monitoring and control of accurate accounting practices to top management • Should possess experience working in customer focused role within the shipping industry. • Should possess excellent communication skills both written and verbal and will be able to present information in a clear and concise manner. • Should have sound understanding of commercial enterprise and be familiar with basic accounting • Should have good reasoning skills and be able to analyse data and prepare reports reflecting findings and advise on strategic direction in relation to your role. • Job includes customer facing, excellent interpersonal skills • Should possess strong negotiation skills.
2	Assistant Vice President – (Oil / Petroleum / Natural Gas)	07	30-42	MBA from a premier business school Candidate having qualification in the prescribed field will be given preference.	<ul style="list-style-type: none"> • Domain knowledge of OPERATION, ENGINEERING, CONSTRUCTION, Related to OIL & GAS • Having knowledge in financing for development activities, ongoing operating requirements or acquisitions in the prescribed field • Expertise in commodity products, foreign exchange, advisory and other expertise • Market expertise, allowing for comprehensive financing, hedging cash management and other customized solutions • Having in-house technical expertise, allowing for quick turnaround of borrowing base determinations and acquisition scenarios • Expertise in full range of financial and advisory services relating to the sector • Expert in providing solutions to support Oil & Gas product and export / import financing • Able to provide support to clients to hedge their risks across selected asset classes providing currency, interest and commodity hedging solutions. • Knowledge of cash management, international trade services, working capital, trading and risk management. • Aware of essential provisions of International Codes & Standards for CGD products • Expertise in trading and oil price risk management in domestic and international market • Derivatives hedging specialists and corporate finance • Should be good at communication; People Management/ Interpersonal skills • Expertise on Data Analytics
3	Assistant Vice President – (Smart Cities & Urban Development)	07	30-42	MBA from a premier business school Candidate having qualification in the prescribed field will be	<ul style="list-style-type: none"> • Expertise in Infrastructure Management particularly Model Town Planning, Building & Designing of Smart Cities. Good experience in multidisciplinary team including master planning, urban development, economics, bridges, utilities, energy, structural engineering, sustainability. • Domain expertise in CONSULTING, RESOURCING, ENGINEERING DESIGN,

				given preference.	<p><i>RESOURCE MANAGEMENT, PROVIDING STRUCTURING FINANCIAL PRODUCTS/SOLUTIONS & TOWN PLANNING, URBAN CITY MANAGEMENT</i></p> <ul style="list-style-type: none"> Addresses financial requirements & need of customers Good experience in multi-disciplinary team including master planning, urban development, economics, bridges, utilities, energy, structural engineering, sustainability Infrastructure management, contract administration and expert in methods of infrastructure finance Financing of infrastructure products, IT applications as well as accounting, specifically in the context of infrastructure sector Manage single and / or multidisciplinary Monitor job financial performance. Tracking smart city projects for scope of financial intervention Prepare technical and financial proposals for provision of professional services
4	Assistant Vice President – (In-Land Waterways)	07	30-42	AMIE from Institution of Engineers (India) / Degree in Civil / Marine / Mechanical / Naval Architecture from a recognized university / institute with MBA	<ul style="list-style-type: none"> Multimodal transport management/specific exposure in land water management Should be able to provide solutions such as tax – credit and equipment financing, as well as asset backed and asset backed lending. Should possess extensive industry and product experience Should be able to provide interest rate derivative solutions and get hedging solutions that are specifically matched to customer needs Should be able to streamline collections cycle and gain quicker access to capital Should be able to provide wealth planning, investment management and personal banking services Should be able to provide commercial lending solutions towards development and expansion of inland waterways projects Should be able to provide solutions such as equipment financing, Ro-Ro Ferry, vessel financing as well as asset-backed and asset-based lending. Should possess domain knowledge in respect of INLAND WATERWAYS management
5	Assistant Vice President – (Airlines / Aviation)	07	30-42	MBA (Aviation) <i>from a premier business school</i>	<ul style="list-style-type: none"> Should possess knowledge of civil/aviation industry, AIR FREIGHT, CUSTOM, ware housing, CLEARANCE issues. Ensure the quality of the product by collaborating with R&D Department and customers on how the product and systems can be best applied to customer needs Identify and prioritize product management requirement Supporting the organization requirement regarding features, functions, compliances and certifications of the assortment Taking an acting role in the internal work with international aviation standards like FAA In depth knowledge & exposure about the air freight to generate business for the Bank Knowledge of customs clearance, warehousing & distribution will be an added advantage Should possess domain knowledge of Airlines/Aviation Industry
6	Assistant Vice President – (Project Manager- GeM/e-NAM)	07	30-42	B. Tech (IT) with MBA (Finance) <i>from a premier business school</i>	<ul style="list-style-type: none"> Knowledge familiarity about payment gateway, integration with Govt. Portals, procurement, logistics, Vendor Management, Farmers producers company, Skill in Agri Business, Supply chain management, Credit Appraisal skills, Research Orientation, payment architecture To engineer partnerships with e-NAM, State GeMs etc. To provide technical solutions To attend high level meetings with Senior Government Officials and other stakeholders To give presentation at various forums To liaison with internal and external agencies To onboard a good chunk of MSME & Other Vendors <i>who are a part of GeM ecosystem</i> To develop products for supply side finance To provide consultancy services IT Solutions <i>and preparation of Basic Requirement Documents</i> To also explore and extend required support for business opportunities in other similar areas

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

RESERVATION IN POSTS:-

UR	OBC	SC	ST	TOTAL
5	1	0	0	6

Application fees:

- For General & OBC candidates : ₹ 600/-
- For SC, ST & PWD candidates : ₹ 100/-

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, 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.

NOTE:

- Candidates belonging to OBC category but coming in the 'creamy layer' and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI) as applicable.
- Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.
- Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as detailed as under:

Sl. No.	Category	Age Relaxation
1.	Scheduled Caste/ Scheduled Tribe	5 years
2.	Other Backward Classes (Non Creamy Layer)	3 years
3.	Persons with Disability (PWD)	10 years
4.	Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	5 years
5.	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6.	Persons affected by 1984 riots	5 years

A. **REMUNERATION:**

Remuneration offered will be on CTC basis (approx. 15-20 lakh per annum) as per market benchmarks and is negotiable based on candidate's qualifications, experience and overall suitability for the respective posts. CTC will be fixed, however selected candidate will be eligible for Performance Linked Variable Pay which will be over and above the Fixed Salary but linked to the achievement of specific targets.

B. **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 (if required)/ 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 as decided by the Bank.
- A candidate should qualify in all the processes of selection, GD and/or PI (as the case may be) and sufficiently high in the merit to be shortlisted for subsequent process.
- 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.

C. **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, interview etc. 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 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. Candidates will be required apply Online and pay the application fee using Debit Card / Credit Card / Internet Banking etc.
- ii. Candidates need to fill in Basic details apart from uploading their resume while filling online application.
- iii. 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 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.
- iv. 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.
- v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
- vi. 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.
- vii. 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; ₹ 100/- (Intimation charges only) for SC/ ST/PWD candidates. 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 with the details of registration 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. In case of deduction of application fees for incomplete registration/application, the refund will be processed within 10 days of such transaction.

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 Benchmark 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 Benchmark 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.

D. ANNOUNCEMENTS

All further announcements/ 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.

**Mumbai
16.07.2018**

**KAMLESH PATEL
HEAD (HRM) & CLO**

ANNEXURES - FORMS

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

I. 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].

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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.

* 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 / 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

* - 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.

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 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 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

(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.